



## 2020 ICT ACCEPTABLE USE TERMS OF AGREEMENT

### 1 **Scope of Agreement** with particular emphasis on use of personal devices at School, and out of hours conduct.

This Agreement covers:

- All students and staff within the School
- All use of school ICT facilities and equipment
- All use of personal ICT devices to access the School's network or facilities
- Conduct both during and outside of school hours

### 2 **Acceptable Conduct**

- Conduct consistent with the Catholic ethos
- Behave ethically and responsibly in all dealings with others
- Observe obligations regarding confidentiality and privacy
- Select and maintain a secure password and ensure you do not provide the password to anyone else
- Not attempt to gain unauthorised access to anyone else's account or user information, or otherwise attempt to defeat any security controls
- Restrictions of use of devices that record others or take photos
- Report any suspicions of unauthorised or inappropriate access to the School or CEO authorities
- Treat equipment with care
- Physical control and safe keeping of devices supplied to them by the School

### 3 **Unacceptable Conduct**

- Send or publish any statement, image or other material that is offensive or threatening, or could constitute harassment, discrimination, vilification, defamation or bullying
- Knowingly access, download, store, send or publish any material that is pornographic
- Do anything that you know or reasonably suspect could contravene the law, including without limitation downloading material in breach of copyright
- Send or help to send unsolicited bulk email (spam)
- Open or download any attachment, or access any link that you reasonably suspect may contain a virus, malware or other computer contaminant
- Install any unlicensed or non-approved software onto computers or other communication devices supplied by the School or CEO
- Use ICT Facilities to cheat or plagiarise
- Use ICT Facilities to store or download large files for personal use

#### **4 Staying Safe Online**

Report to an adult if any student accesses a website or sees something online that makes him or her feel uncomfortable

#### **5 Specifics of what to do in the event of cyberbullying (victims and bystanders)**

#### **6 Personal Devices**

- Personal ICT devices that access material on the school's network and services:
- Must be protected with a secure password
- May be monitored by School and / or CEO personnel
- Must be provided to the School / CEO authorities for the purposes of assisting the authorities to determine whether inappropriate conduct has occurred
- Usage of personal devices must comply with guideline statements as if such equipment was supplied by the School.

**7 Students may use ICT facilities for incidental personal use**, provided such use is minimal and does not interfere with the learning of any student or performance of any staff and / or ICT facilities

**8 Students are encouraged to collaborate** within the system, however this should be done in a safe manner. Students should obtain a teacher's permission prior to establishing contact with participants not associated with their School, and teachers should record any approvals granted for external collaboration

**9 When posting material** in social media forum, students should be reminded that such activity may be considered public, not private.

#### **10 Consequences**

Consequences of breach of this agreement may result in loss of privileges including loss of access to ICT facilities or further disciplinary procedures as deemed appropriate.



## 2020 ICT Student Acceptable Use Agreement

This User Agreement sets out the terms on which you may access information and communication (ICT) facilities provided by the school.

By signing this Acceptable Use Agreement, students and parents / caregivers are agreeing to the terms set out in this Acceptable Use Agreement, including the consequences of any breach of the terms.

### 1 Privacy Consent

Information that you transfer or store using the school's computing services may have implications for Privacy and you are reminded to read and understand the school's Privacy Policy.

### 2 Acceptable Use

You and your parents / caregivers agree to comply with all requirements as set out in this Agreement and any acceptable use documentation that may be provided to you by your school.

### 3 Monitoring

You and your parents / caregivers agree that authorised school staff and authorised Catholic Education Office staff can and will monitor your use of ICT facilities in order to ensure compliance with acceptable use guidelines and practices as defined and communicated to you.

### 4 Suspension or termination of use and other consequences

Inappropriate use of ICT services and facilities may result in the termination of access.

Disciplinary consequences may also apply.

Deliberate neglect, abuse, careless or malicious damage to the laptop will incur a monetary payment for damages, or where applicable, an additional \$60 service fee for warranty claims.

### 5 Agreement and Consent

I, the student and parent / caregiver named below, hereby agree to comply with all requirements as set out in this Agreement and in the Acceptable Use Baseline Standards attached.

I, the student and parent / caregiver named below, hereby agree to adhere to all other relevant laws and restrictions to my access to the various information and communication technology resources through the school and Catholic Education SA network should any serious infringement deem it necessary.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Class and Year Level

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/ Caregiver's Name (print)

\_\_\_\_\_  
Parent / Caregiver's Signature

\_\_\_\_\_  
Date