



## 2024 Acceptable Use Agreement

Dear Parents/Caregivers and Students,

This Acceptable Use Agreement sets out the terms on which you may access ICT facilities provided by St Raphael's School. This includes hardware, software, the school network and cloud computing services. Cloud computing involves the use of online services (rather than a PC or school server) for functions such as Microsoft Office 365, email, blogs, saving of work and data storage. Please read the 2024 Acceptable Use Agreement and talk it through with your child. By signing this Acceptable Use Agreement, you and your parents/guardians are agreeing to the terms set out in this Agreement, including the consequences of breaking any set rules. You will need to sign and return this Acceptable Use Agreement before you will be allowed to access these services.

### 1. Privacy Consent

- When you access services that are web or cloud based, information that you transfer or store may be stored by Microsoft Office 365, Edublogs, Google Apps, Class Dojo, See Saw or other Cloud Computing Service providers in other countries. By using the school's Cloud Computing Services, you are agreeing to the transfer and storage of your information in those locations, even though the privacy laws in those countries may be different to the privacy laws in Australia.

### 2. Acceptable Use Includes:

- conduct consistent with the values of our school.
- following the rules of the Privacy Consent.
- making sure you do not provide your personal passwords to anyone else.
- not accessing anyone else's account or user information.
- not using another person's email account or other form of communication to send any communication in that other person's name.
- asking permission to use devices that record others or take photos.
- telling a teacher/adult if you think someone is not using their device in the right way.
- treating equipment with care.

### 3. Unacceptable Use Includes:

- sending or publishing any statement, image or other material that is offensive, threatening or could be a form of cyberbullying.
- accessing, downloading, storing, sending or publishing any material that could be considered offensive or inappropriate.
- doing anything that you know, or suspect could break the law, including downloading material that breaks copyright laws.
- sending or helping to send bulk email (spam).
- hacking into and making changes to the School/Catholic Education or any other network.
- sharing games or any files including music and movies with others on school owned equipment.
- using ICT facilities to cheat or plagiarise.
- using ICT facilities to store/download large files for personal use.
- personalising the home page on any school device without consent from the teacher.

### 4. Staying Safe Online

- Please report to an adult if you access a website or see something online that makes you feel uncomfortable. This includes any form of cyberbullying or harassment to you or others that you are aware of.

**5. Monitoring**

- Through this agreement, you agree that school staff have the ability to (and may at any time) monitor your use of ICT Services, including accessing and monitoring any data that you have sent or stored using the school network and also information you may have stored or accessed on your device.

**6. Suspension of use and other consequences**

- For the unacceptable use of ICT equipment, there may be some period of time where access to ICTs or the school network is restricted. This action may include the laptop and or ipad being reset and all data needing to be cleared. This action will be discussed with parents/care providers if required.

**7. Damage to ICT Property**

- Damage to ICT equipment (including chargers) must be reported to a class teacher for inspection.
- Deliberate damage to ICT equipment will incur families a cost for repairs or replacement of the device.
- Deliberate neglect, abuse, careless or malicious damage to the school property will incur an additional \$60 fee for any new hardware under warranty.

**Student Agreement and Consent**

I agree to meet all the requirements as set out in this Acceptable Use Agreement.

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Parent/Guardian Consent**

As the parent or legal guardian of the student named above, I consent to the student accessing the various information and communication technology resources through the school and Catholic Education network (including email, the Internet, Cloud Computing Services and services provided through third parties) on the terms set out in this Agreement and all other relevant laws and restrictions.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_