



Information and Communications Technologies (ICT) Acceptable Use Agreement

Cyber safety is an important issue for young persons. St Mary's College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians.

To assist us to build an eSmart school community we ask parents and students to read and understand this Information and Communications Technology Acceptable Use Agreement. After you have familiarised yourself with the information then we ask that you sign the agreement.

For further support with online issues parents and students can refer to the eSafety Commissioner website at <https://www.esafety.gov.au/> or parents can call Parentline Victoria on 13 22 89 and students can call Kids Helpline on 1800 55 1800.

We thank you for your continued support to help build a safe and supportive eSmart community at St Mary's College.

Agreement Overview

By using the College Network and Services you agree to accept the terms and conditions outlined in this document. This agreement outlines the rights and responsibility of St Mary's College students in relation to the use of computer equipment.

Each individual using the College network agrees that they are responsible for their actions, or the actions of others using their account on the network. Users understand that all aspects of use of ICT will be monitored, and that the ICT administration is authorised to view files, usage log files or equipment for either maintenance or authorised monitoring. Any breach of these basic requirements could result in costs involved with repair/replacement being payable, accounts being suspended, or other disciplinary action in line with the College's Behaviour Management Policy or as determined by the Principal.

When I use digital technologies, I agree to be a safe, responsible and an ethical user at all times. I agree to communicate respectfully by thinking and checking that what I write or post is polite and respectful. This includes:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours). I will never send mean, inappropriate, unkind or bullying messages or pass them on, as this makes me part of the bullying. I understand that bullying includes social exclusion (leaving someone out to make them feel bad).
- Looking after myself and others by thinking about what I share online. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images. This also means that I will not share my passwords with anyone else. This includes protecting my friends and others; never posting or forwarding their personal details (including still or moving pictures, names, birthdays, school names, addresses and phone numbers) without their consent.
- Talking to a teacher if I need help, feel upset, uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online or onto the school network; this is often viewed as a personal reflection of who I am. This means that I will take the time to think about what I post or share online and only view or use pictures, video, applications and websites that are appropriate and right for my age.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements) of electronic spaces.

If my understanding is unclear I will seek further explanation from a trusted adult.

- Confirming that I meet the stated terms and conditions of websites and applications and when granted permission from a trusted adult to provide information, I will answer with factual responses about my personal details.
- Either turning off the screen or using the back button if I see something I don't like, and advising a teacher immediately.
- Never making or storing, searching for, or sending rude, violent or offensive material.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references. This means that I will not present items that I did not make as my own work.
- Remembering that any information I place online may be stored on servers that are overseas and may not be secure.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent, or it is part of an approved lesson.
- Not bringing to school, viewing or downloading unauthorised programs, including games or gambling applications. This means that games, music, video and applications may not be accessed without express permission from your teacher.

Laptop Use at School

- Not interfering with school network systems, ICT protocols and security, the data of another user or attempting to log into the network with a username or password of another person.
- Handling ICT devices with care, ensuring when carried the device is in a protective case, locking devices in lockers when not in use and notifying a teacher if a device is damaged or requires attention.
- At school I will only use technology as directed by my teacher. This also means that I will not remove school owned technology from the classroom without permission from my teacher.
- At school, when not in use, laptops must be placed in their bag/sleeve and stored in the student's locker.
- Laptops should never be left in the locker overnight.
- Laptops must never be stored in sight within a car, in an unlocked vehicle or an unlocked house.
- Laptops must always be carried in the bag/sleeve and the bag/sleeve carried by the handle or shoulder strap.
- The laptop bag/sleeve should not ever be placed in a position where others could step on it. This includes bus or train aisles.

Repairs

As these are College laptops, all repairs must be done at the College by our vendor accredited technician or through our 3rd party suppliers which are managed through our ICT department.

Publications

For all electronic publications by students or staff, the following are not permitted:

- To use images or video of any students or staff without their permission
- To include the names of students with photographs on a public site
- To breach copyright.

Email

The following are not permitted:

- To use the College email account to link to or join any sites unless approved by the ICT administration. This

particularly applies to Social Networking sites and gaming sites.

- To write messages that contain words or any material that is defamatory or inappropriate.
- To use language that is swearing or abbreviations of swearing.

This Acceptable Use Agreement applies when I am using digital technologies at school, at home, during school excursions, camps and extra-curricular activities. It includes (although is not limited to):

- College owned ICT devices (e.g. desktops, laptops, iPads, cameras, printers, scanners)
- Mobile phones and portable personal communications devices (e.g. iPods and Gaming Devices)
- Email, Internet, Intranet
- Social networking sites (e.g. Facebook, Twitter, SuperClubsPLUS)
- Video and photo sharing websites (e.g. You Tube, Snapchat, TikTok, Instagram)
- Blogs, micro-blogs (e.g. Twitter), vodcasts and podcasts
- Forums, discussion boards, Wikis and groups (e.g. Google groups, Whirlpool)
- Video conferences and web conferences.

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement. I understand that there are actions and consequences stated within the *St Mary's College Behaviour Management Policy* if I do not use digital technology appropriately.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date