

# MacKillop College

## ICT Acceptable Use Agreement - Student



### Section A: Overview

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our College or accessed using College owned networks or systems, including (but not limited to):

- College owned ICT devices (e.g. desktops, notebooks, tablets, printers, scanners, cameras)
- Mobile phones
- Email and instant messaging
- Internet, LMS and Library OPAC facilities
- Social networking sites
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia, Wikispaces)
- Vodcasts (video podcasts) and podcasts (only audio)
- Video conferences and web conferences.

At MacKillop College we:

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies, procedures and guidelines that clearly state our College's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be fully guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Monitor student use of ICT and Internet and network services.

### Section B: Loan of Notebook Computer

All students are provided with a functional, College owned Notebook Computer. The computer remains the property of the College and is subject to the following terms and conditions:

- Provision of the Notebook Computer is conditional upon agreement to the College terms of Enrolment, including adhering to the College Fee Policy.

- Some repairs or replacement may be covered under Warranty as determined by the insurer or vendor. Costs not covered under Warranty will be subject to the following clauses:
  - The notebook will be insured by a College designated insurance company. Families are required to pay an excess up to \$250 on any acceptable insurance claim for repair, or replacement, of the notebook computer. This amount is reviewed annually and is subject to change.
  - If insurance is not applicable, I agree the cost of repair/replacement of the notebook computer is mine and will be paid within the terms of the invoice rendered.
  - The above clauses also apply if the student is found to be responsible (as determined by MacKillop College) for damage to, or loss of, another student's notebook computer or a loaned notebook computer.
- The Notebook computer remains the property of MacKillop College and must be returned on request, or when the student is no longer enrolled at the College.

## Section C: Student Declaration

This Acceptable Use Agreement applies when I am using any of the above digital technologies at MacKillop, during College excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the College's behavioural policies if I do not behave appropriately. (e.g. see Section C below)

I understand that I cannot use any College digital equipment until my parent/guardian and I have read, discussed and signed my Acceptable Use Agreement (see Section E).

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Handing ICT devices with care and notifying a teacher if it is damaged or requires attention
- Not allowing other students to use my network/Internet account or notebook computer
- Not using any means whatsoever to bypass the College's internet filtering services (e.g. use of internet proxies, tethering etc.)
- Respecting others and communicating with them in a supportive manner; never writing or participating in on-line bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful on-line behaviour)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe on-line, or if I see others participating in unsafe, inappropriate or hurtful on-line behaviour
- Carefully considering the content that I upload or post on-line, including email; this is often viewed as a personal reflection of who I am. Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not using or installing unauthorised programs, including games, P2P programs and the like (list not exhaustive)
- Not broadcasting or emailing messages to a large number of users unless with permission from a staff member. To do so without their permission is considered to be spamming.

- Not using the Internet for any purpose involving any type of trading (e.g. any financial dealings, bartering etc), unless authorized to do so by a College authority (e.g. senior students in relation to matters concerning Victorian Tertiary Admissions Centre process)
- Not using a mobile phone during school hours (8.30am - 3.20pm). Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and college activities. (Please refer to the College's policy on Mobile Phones for more details)
- Investigating the terms and conditions of digital use at MacKillop College. If my understanding is unclear I will seek further explanation from a trusted adult.

## Section D: Consequences for Breaching the Student Acceptable Use Agreement

**1<sup>st</sup> Offence:** Access to the internet will be restricted until the student completes a suitable reflection.

**2<sup>nd</sup> Offence:** Access to the internet will be restricted for one week and the student completes a suitable reflection.

**3<sup>rd</sup> Offence:** Access to the internet will be restricted for two weeks and the student completes a suitable reflection.

*The level of the offence may be deemed to be outside or not part of the sequencing of these consequences given the severity and impact of the student's action. (e.g. deliberate destruction of College equipment may incur a payment for repair as well as any of the above).*

## Section E: Monitoring

The College reserves the right to monitor and log the use of its digital facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Student use of College digital facilities must be related to school work. Access to and time spent using many of these facilities is automatically logged.

Please keep a copy of this agreement and use it to refer to in case of any matters arising from your child's use of the College digital equipment.

## Section F: Acceptable Use Agreement

### Student Agreement

I have read and understand the Student Acceptable Use Agreement for Digital Technologies. I will use the College's digital equipment, internal and external network services (e.g. Internet, College network) in a responsible way and obey these rules. I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of network access and/or internet access for some time, as determined by the College. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Student's Name: .....

Student's signature: .....

Date .....

**Parent/Guardian Agreement**

I understand that MacKillop College provides students with access to digital technologies, internet and network services that may include the internet, intranet and e-mail, to enhance teaching and learning.

I understand that some repairs or replacement may be covered under Warranty as determined by the insurer. Costs not covered under Warranty will be subject to the clauses in Loan of Notebook Computer section.

I agree to my child using the internet and network services at the College for educational purposes in accordance with this Student Acceptable Use Agreement.

I understand that the College cannot control what is on the internet and that some materials on the Internet may be objectionable. I understand that the College will take all reasonable precautions to minimise the risk of exposure to unsuitable material through its filtering services. I understand that the College will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access the Internet under the College’s Acceptable User Agreement. I understand that students breaking this agreement will be subject to appropriate action by the College. This may include the loss of internet and/or network services access for some time, as determined by the College.

I have read and understood the Student Acceptable Use Agreement for Digital Technologies.

Parent / Guardian name (print): .....

Parent / Guardian signature: .....

Date: .....

Access to the network & Internet will only be provided on receipt of the signed Acceptable User Agreement.