

# ICT Acceptable Use Agreement

This document is comprised of this cover page and four sections:

Section A: Introduction

Section B: The BYOD Program

Section C: ICT Use Agreement

Section D: 2017 Procedures

\*The term 'parent' used throughout this document also refers to legal guardians and caregivers.

## **Important terms used in this document:**

- a. The abbreviation '**ICT**' in this document refers to the term 'Information and Communications Technologies', which are used in the school environment as a learning tool.
- b. '**Cybersafety**' refers to the safe and appropriate use of the internet and ICT equipment/devices, including mobile phones.
- c. '**College ICT**' refers to the College's computer network, internet access facilities, computers, and other College ICT equipment/devices.
- d. The term '**ICT equipment/devices**' used in this document includes, but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, i-Touches, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
- e. '**Inappropriate**' in this agreement means content that deals with matters such as sex, cruelty, bullying, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a School environment. This is intended to be inclusive of the definition of 'objectionable' used in the Films, Videos and Publications Classification Act 1993.

## **Section A Introduction**

St James Catholic College (SJCC) has a legal and moral responsibility to its staff, students and parents to maintain a safe physical and emotional educational environment. This includes the use of the Internet and Information Communications Technologies (ICT). The College's IT network brings great benefit to the teaching and learning programs at SJCC, including:

- Internet access facilities;
- Computers; and
- Other school IT equipment/devices.

To support this program the College is progressively introducing a 'Bring Your Own Device' (BYOD) program. **BYOD is a program where students are required to bring their own device to school. These devices are to conform to criteria established by the College.** The overall goal of SJCC in regards to the use of ICT is to use technologies to assist with learning facilitated in a safe environment. Use of these devices must be in keeping with the values of the School's legislative and professional obligations and are based on our core FLAMES values of:

F aith  
L earning  
A ttitude (positive attitudes)  
M utual Respect  
E ncouraging others  
S afety

SJCC has cybersafety practices in place, which include signed Acceptable Use Agreements for all students. This Acceptable Use Agreement includes information about obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches, which undermine the safety of the College environment. The

entire School population has the undeniable right to work in a safe and respectful environment. All families will be issued with a user agreement. Once accepted, students will be able to use their device to log onto the SJCC wireless network.

When supplying child/ren with appropriate and approved devices for use at school to support the teaching and learning process, parents recognise that the devices are covered by the SJCC filtering and security regulations. It must not contain any objectionable, inappropriate or illegal content. It may contain non-educational programs (eg. games), but must not be used at any stage throughout the academic day for purposes other than those permitted by teaching staff.

It is important to note, that any student who intends to use a device which has 3G/4G enabled, **must** ensure that this capability is switched off for the duration of the academic day. **This is a condition of use for this device.**

## **Section B The BYOD Program**

Students are permitted to bring their own device, selected from an approved range outlined below:

Minimum Requirements:

- iPad Mini 16GB or greater
- iPad Air or greater
- Please check with College IT officer if you have a different model of iPad to confirm compatibility.

Prior to a student using the device at school, he/she must:

- Have a current **ICT Acceptable Use Agreement**, signed by both the student and the parent/guardian.
- Take the device to class for inspection.

**ICT staff will ensure that the device has adequate compatibility with the SJCC network and educational requirements.**

**All damage and maintenance requirements for these devices will be met by parents.**

It is the sole and total responsibility of every student to ensure that they adequately store and back up all important data to their own device or the SJCC network where possible, or else to an alternative e.g. cloud storage.

Once permission is granted, the device must only be connected to the SJCC wireless network during school hours, not 3G or 4G.

## **Section C**

### ***Student ICT Acceptable Use Agreement (May be signed by a parent for students in years 3 and 4).***

**For return to the College Office in time for the beginning of the School year**

I have read the SJCC Acceptable Use Agreement for the use of ICT, including parent owned devices and have a full understanding of the acceptable use and consequences relating to the misuse of ICT devices.

I will ensure I fully adhere to all of the requirements for continued use of ICT at SJCC. In addition, I am aware that failure to adhere to these requirements will result in loss of the right to use parent owned/purchased devices, other sanctions or involvement of parents depending on the severity of the misdemeanour.

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:*

Once my parent(s) and I have read and consented to my **ICT Acceptable Use Agreement**, I will be permitted to use my personal device at School.

#### **Password and Security**

- a. I will use a password secure and ensure that I do not intentionally or unintentionally reveal it to anyone. If I suspect that my password has become available to anyone, I will have the password changed.
- b. When my device is not being used, the lid or cover will remain closed.

#### **Cyber bullying**

- a. While at school or on a school-related activity, I will not have any involvement with any ICT material or activity which might cause harm to myself or anyone else (e.g. bullying or harassing). I will immediately (or as soon as possible) alert a staff member if I witness others engaging in such activity.
- b. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way cause harm to another person
- c. I will ensure that I do not participate in any form of **'cyberbullying'** using any form of social or communication media. If I become involved or witness this form of behaviour I will inform my teacher immediately.

### **Appropriate use**

- a. While at School, I will not:
  - access or attempt to access, inappropriate, or age-restricted material;
  - download, save or distribute such material by copying, storing, printing or showing it to other people, including anything brought on a storage device;
  - make any attempt to bypass security, monitoring and filtering that is in place at school;
  - access or attempt to access any part of the School's network that I am not authorised to access.
- b. If I accidentally access inappropriate material, I will:
  - not show others;
  - immediately turn off the screen or close the window; and
  - immediately report the incident to a teacher.
- c. I understand that I must not download any files such as videos, games or programs without permission from a staff member. This makes sure the School complies with the Copyright Act 1968 and subsequent amendments. I also understand that anyone who infringes copyright may be personally liable under the law.
- d. Throughout the school day, my device and/or smart phone will be used as instructed by the teacher.
- e. Any images or material on devices must be appropriate to the school environment.
- f. I will not post any personal and/or identifying information including photos of another person without first obtaining their permission (this includes all members of the SJCC community).
- g. It is my responsibility to ensure that use of my device and the internet complies with State and National law at all times.
- h. I understand that I am prohibited from engaging in activities, which, while not unlawful, are considered inappropriate and unacceptable by the school.

### **Other Devices:**

- a. I understand that the rules in this Use Agreement also apply to mobile phones or other devices. I will not use my mobile phone to disrupt school routines, interfere with the rights of others or to interrupt others and I will follow staff instructions with respect to its use. Failure to comply will result in confiscation. Retrieval of confiscated phones must be authorised by the Class Teacher and the phone can then be collected from the College Office.

### **Accessing services at the College**

- a. I will not connect any privately owned device, containing any form of program, to the SJCC ICT without approval. This includes all wireless technologies.
- b. I will bring my ICT device to school fully charged.
- c. If I possess a 3G or 4G iPad, slate, or dongle enabled laptop, this capability will be disabled for the duration of the school day.

### **Keeping devices safe and reporting damage**

- a. I will respect all ICT systems in use at School and treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting the smooth running of any School ICT systems;
  - not attempting to hack or gain unauthorised access to any system;
  - following all **ICT Acceptable Use Agreement rules**, and not joining in if other students choose to be irresponsible with ICT;
  - immediately reporting any breakages/damage to a staff member;
- b. I will not damage any SJCC ICT equipment in any way. If this occurs I will be responsible for replacement or repairs.

### **Monitoring and filtering**

- a. I understand that the College does monitor its computer network, internet access facilities, computers and other SJCC ICT equipment/devices.
- b. Monitoring of these items may include any stored content, and all aspects of their use, including email.
- c. Any privately owned ICT equipment/devices used at school, or on a school activity, may be audited if there is any suspicion of inappropriate materials contained there on.
- d. I understand that SJCC has the lawful right to monitor the use of my device and may do so at any time without notice.

### **Printing costs**

1. As appropriate, SJCC reserves the right to charge students for printing of documents. As we are endeavouring to be a sustainable school printing is minimised.

### **Consequences of Breach**

- a. I understand that if I break these rules, SJCC may inform my parent(s)/guardian(s) and/or Police as appropriate. In serious cases, the School will take disciplinary action against me.
- b. Breaches of these rules will be dealt with through a range of consequences from confiscation of equipment, blocking access to the SJCC network, suspension, and expulsion and/or Police involvement.
- c. If I am found engaging in activity contrary to this policy, I understand that my device access privileges may be suspended.

### **Parent/legal guardian/caregiver responsibilities include:**

- Personal devices should be fully charged when they are brought to school.
- Students should transport the device in an appropriate protective cover to minimise potential damage.
- Personal devices being used at school should contain apps and programs, which are suitable for the school environment.
- Student use of ICT devices at home should always be with parental or adult supervision.
- Students should be aware of cyber-safety advice
- I have read this **"ICT Acceptable Use Agreement"** carefully and discussed it with my child (in age appropriate terms) so we both have a clear understanding of our critical role in ensuring that SJCC continues to provide a cyber safe environment.
- I will ensure this agreement is signed by my child and by me, and returned to the School.
- I will encourage my child to adhere to the **"ICT Acceptable Use Agreement"**.
- I will contact the Class Teacher or IT Co-ordinator if there is any aspect of this use agreement I would like to discuss.

***Please note: This agreement will remain in force for the remainder of the current calendar year. Annual acceptance of the "ICT Acceptable Use Agreement" Form will be required. If it becomes necessary to add/amend any information or rule, parents and students will be advised in writing.***

## **Section D 2017 Procedures**

### **To the student and parent/legal guardian/caregiver:**

1. Read Sections A, B and C of this agreement carefully to check that you understand your responsibilities under this agreement.
2. This is an annual requirement and students must complete this form every year and have their device/s inspected again. If a parent purchases a new device for their child during the year, this device must be inspected.
3. Submit the signed Acceptable Use Form to the College Office.
4. iPads will be inspected – class by class in the first week of term 1.

Please note: This agreement will remain in force for the remainder of the current calendar year. Annual acceptance of the "ICT Acceptable Use Agreement" Form will be required. If it becomes necessary to add/amend any information or rule, parents and students will be advised in writing.

Name: \_\_\_\_\_

Device: \_\_\_\_\_

Connectivity: Wireless only 3G 4G

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2017

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SJCC Staff to complete

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Device inspected: Y/N

Compliance sticker issued:

Y/N

Staff signature \_\_\_\_\_