

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: Procedures

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

Introduction:

Important terms used in this document

- 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.*
- 'Cybersafety' refers to the safe and appropriate use of the internet and ICT equipment/devices, including mobile phones.*
- 'College ICT' refers to the College's computer network, internet access facilities, computers, and other College ICT equipment/devices.*
- 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.*
- '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 ICT.

The College's IT network benefits the teaching and learning programs, including:

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

To support this program the College has progressively introduced a 'Bring Your Own Device' (BYOD) program. ***BYOD: is a program where students are required to bring their own device to school. These devices have to conform to criteria established by the College.***

ICT is used 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:

Faith	Learning	Attitude	Mutual Respect	Encouraging others	Safety
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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, with the minimum requirements iPad Air or greater. Secondary students are required to have access to an Apple ID in 2018. For more information visit: <https://support.apple.com/en-au/HT201084>

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.

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 backup all important data to their own device or the SJCC network where possible or to an alternative storage solution e.g. cloud storage.

Lending Agreement:

If you borrow a school-issued iPad, you agree to the following terms in addition to the Acceptable Use Agreement:

- Parents will be responsible for any screen or device damage.
- One charger and cord will be issued. Any further chargers or cords required throughout the year, will be organised by the school and invoiced to the family.
- Students who fail to bring their charged iPad to school will:
 - **On the first instance receive an informal reminder issued by the teacher,**
 - **On the second instance receive a formal note sent home by the Office,**
 - **On the third instance the iPad remains at school for the remainder of the term. It will be used at school for class requirements only. Any homework issues will be negotiated with the teacher.**

Section C

Student ICT Acceptable Use Agreement

(May be signed by a parent for students in Years 3 and 4).

To be returned to the College Office at your earliest convenience

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 a loss of the right to use parent owned/purchased devices, other sanctions or involvement of parents depending upon the severity of the misdemeanour.

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. Please read the following statements carefully:

St James Catholic College has the right to collect and examine any device.

If this agreement is broken, there will be appropriate consequences determined by the Principal or delegated staff.

Password and Security

- a. I will use a secure password 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.
- c. I take full responsibility for my devices. The school is NOT responsible for security of personal technology. Personal devices should not be left in classrooms before or after school hours unless prior negotiation has taken place. Families are also responsible for the insurance of personal devices.
- d. I will be responsible for keeping the personal device secure while at school. Many devices look identical. It is recommended that skins (decals) and other custom touches that meet the requirements of the Student Code of Conduct be used to physically distinguish devices from others.

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 the College, 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 College's network that I am not authorised to access.
 - transmit or post photographic images/videos of any person at school on public or social networks.
- 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 know that I must immediately comply with teachers' requests to shut down devices or close the screen.
- d. I will have my devices in silent mode and will put them away when asked by the teacher.
- e. 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 College complies with the Copyright Act 1968 and subsequent amendments. I also understand that anyone who infringes copyright may be personally liable under the law.
- f. Throughout the school day, my device and/or smartphone will be used as instructed by the teacher.
- g. Any images or material on devices must be appropriate to the school environment.
- h. I will not take photos, videos or recordings of students or staff without their express permission.
- i. 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).

- j. It is my responsibility to ensure that use of my device and the internet complies with state and National law at all times.
- k. I understand that I am prohibited from engaging in activities, which, while not unlawful, are considered inappropriate and unacceptable by the school.
- l. Personal devices must be charged prior to bringing them to school and run off their own batteries while at 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. To ensure appropriate network filters, I will only connect to the school wireless network which will be setup by a member of staff.
- b. I will bring my ICT device to school fully charged each 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

- a. As appropriate, SJCC reserves the right to charge students for printing of documents. We are endeavouring to be a sustainable school and 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.
- d. Students who fail to bring their charged iPad to school will:

- a. On the first instance receive an informal reminder issued by the teacher,
- b. On the second instance parents will receive a formal note sent home by the Office,
- c. On the third instance the teacher will contact the parents via phone or diary to discuss appropriate next steps. Depending on the situation, this may include: a reparation, additional homework or other appropriate consequence as decided by the Teacher/Leadership Team.

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 a the school environment.
- 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 cybersafe 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 Coordinator 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

Procedures

To the student and parent/legal guardian/caregiver:

- a. Read Sections A, B and C of this agreement carefully to check that you understand your responsibilities under this agreement.
- b. This is an annual requirement and students must complete this form every year and have their device/s inspected each year.
- c. Submit the signed Acceptable Use Form to the College Office.

Student Agreement

I have read and understand the College ICT Acceptable Use documentation. I will use the Information and Communication Technologies in a responsible way and obey these guidelines at all times.

Student name: _____

Student year: _____

Parent signature: _____

Date: ____/____/2018