



This document covers expectations of students of Marist College Canberra in relation to their use of ICT (Information and Communications Technologies) at school or related to school business. The intention is for students to learn to use technology safely and appropriately. This is based on the College Core Values, as well as legislative and professional obligations.

There are a range of technologies within the College that include the network, laptops and various peripherals such as cameras, projectors and Interactive White Boards. We encourage the use of technologies for learning and acknowledge the wider use of technologies in our and our students' lives. While we maintain an effective cyber safety program that includes restricting access to inappropriate, harmful or illegal material on the internet, we also seek to educate our students in their own responsible use of technologies. Through this shared responsibility to technology in a controlled environment, we hope to develop good Christians and good citizens who take with them a culture of respectful and effective use of technologies when they leave Marist.

The next pages form the Student ICT Use Agreement. Parents should read through each line carefully with their son, who should tick each box to indicate his understanding and agreement with the statement. The completed form should be returned to the College. This agreement is available for future reference on the Marist website.

This agreement applies to:

- The use of all College technology
- The use of personal or other technology at school (tablets, laptops and phones), and
- The use of College or personal technology when a student is away from school on school business (e.g. excursions, tours etc)

Agreement

I agree to help keep myself and others safe:

- I will log on with my own College username and password only.
- I will keep my College username and password secret.
- I will not allow someone else to use a computer device that I am logged on to.
- I will not give out any personal information about myself or anyone else on the Internet unless I have permission from a parent or teacher. This includes photos, names, phone numbers and addresses, age, school, etc.
- I will not talk to or befriend anyone that I do not know in real life.
- I will not take photos, sound or video recordings of anyone at school without their permission.
- I will not post or send photos without clear permission to do so.
- I will not download unauthorised programs, including games using the College network
- I will not interfering with network systems and security or the data of another user;
- I will not access any material that is restricted, upsetting to others or offensive, and if I accidentally access this type of material, I will close it immediately and tell a teacher.
- I will not create, send, post or pass on any material that is hurtful or offensive to others (harassing or bullying), even if it is intended as a joke.
- I will not engage in any activity that will bring the College into disrepute.

If I become aware of bullying or harassing using technology by someone else, I will tell a teacher.

I agree to use technology respectfully:

I will not use the name of the College, the Crest or Motto, or House Crests or House Mottos on personal websites or my own personal social media without permission from the Headmaster.

I will abide by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.

I will only use ICTs (laptop, tablet, mobile phone or other) in the classroom when given permission by the teacher.

I will not play computer or web-based games while at school unless I am given permission by my teacher.

I will ensure that any computer I use does not disturb the work of others around me and I will give my full attention when someone is speaking to me.

I will help to take care of the College ICTs so that everyone can use them.

I agree that if I bring my own tablet or laptop to school (BYOD):

All of the above rules still apply to me.

I will always bring writing equipment to every class in addition to my device.

I will not use my device at recess or lunchtime unless I'm in the library or working with a teacher.

I will only connect to the internet using the College wireless system when at school.

I understand that I am responsible for my device at school and when travelling to and from school:

- I will not take it to classes where it cannot be stored or used (e.g. PE classes)
- I will keep it locked in my locker when I'm not using it in classes.

I understand that I am responsible for the maintenance and use of my device, including updating software and repairs.

In addition, if I am given permission to use my mobile phone in class or on other school business I agree to be a safe, responsible and ethical user at all times.

Monitoring and Consequences

I understand that the College regularly monitors technology usage and that my technology activities may be monitored, including school email.

I understand that if I break these rules, the College may:

- Contact my parents
- Confiscate my phone
- Issue a detention
- Charge for repair costs
- Remove my access to the College technologies for a period of time
- Contact the police if it is a serious incident

Student name (print): _____

Student signature: _____

Parent name (print): _____

Parent signature: _____

Date: _____