



ICT & eSafety Students Acceptable Use Agreement

The overall aim of St Andrews Lutheran College is to provide a safe learning environment with an eSafe (electronically safe) culture which is in keeping with the values of the College. The objective of this Agreement is to ensure the safe and ethical use of ICT within the College community. The College's [Social Media Policy](#) and other associated policies provides more detail.

The College provides you with the opportunity to use ICT equipment/devices and gives you rights to use and access services on the College network. The College expects you to act responsibly as you would with all other College equipment and facilities. All students from Prep – Year 12 have individual usernames and email accounts on the College Network.

The conditions outlined in this document apply to the use of the electronic communication system pertaining to the College. Electronic communications include, but are not limited to, all internet, intranet, social media and email activities and related applications. The authorised users of the College's electronic communication systems are required to comply with the Agreement.

Breaches of this Agreement can undermine the values of the College and the safety of the eLearning environment, especially when ICT is used to facilitate misconduct. Such a breach deemed by the College to be harmful or detrimental to the safety or well-being of the College and its community may result in disciplinary action.

Please note students are not able to commence using the College's computer network, internet access facilities, or other ICT equipment/devices as defined in this Agreement until the acknowledgement of the Agreement has been "accepted" on Parent Lounge.

Definitions of terms used in this Agreement

- **'eSafety'** refers to the safe use of the internet and electronic communication systems
- **'Electronic communication'** includes, but is not limited to communication made by using ICT equipment/devices such as Internet, Intranet, email and mobile phone activities and related applications
- **'ICT'** means the term 'Information and Communication Technologies'
- **'ICT equipment/devices'** include, but is not limited to computers (such as desktops, laptops/notebooks, iPads, PDA's), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies as they come into use
- **'Agreement'** means this Agreement and any related eSafety Policy and Agreement which may be developed by the College from time to time
- **'Prohibited use'** means use of College ICT or privately owned or leased ICT on the College site or at any College-related activity, in a manner which is contrary to the terms of this Agreement
- **'College'** means St Andrews Lutheran College
- **'College related activity'** includes, but is not limited to an excursion, camp, sporting or cultural event or function wherever its location
- **'Unacceptable use'** includes, but is not limited to acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, image based abuse, hacking, altering the settings on any ICT device or equipment without authorisation, deliberate defacement or damage to any ICT device or equipment, plagiarism, gaming, impersonation/identity theft, inappropriate use of email or social networking, misuse of a telecommunications device, viewing or distribution of inappropriate internet sites.

Student Acceptable Use Agreement

Student network usernames gives special privileges and responsibilities. Each user is responsible for how this is used. Before students are given access rights, they will need to agree to a number of conditions, which are outlined below.

A. Security

For security reasons we expect passwords and network login details to be kept private. Students will need to keep all network drives and files secure, and prevent others from accessing their work without permission. You must respect the rights and privacy of others and under no condition access other student's network accounts through their password and login, or through unacceptable use or illegal means: e.g. Hacking.

B. Storage

You are responsible for managing your files and network drives. You must take care when storing work and information on your electronic device, and remember to save your documents regularly to your personal network drive (H:\), or allocated space online e.g. Microsoft Cloud Storage. Each student is allocated a specific amount of disk space on the network to ensure equitable use of College facilities.

At the end of each school year, all student network drives are cleared and you will be expected to have a backup of any files you wish to keep. You will be given a reminder at the appropriate time.

USB devices are accepted. However, only school related resources/documents should be stored on these. They are not to be used to transfer games, videos or music to and from the College network.

C. Internet

Internet access is provided to all students for educational purposes. In addition, the College provides access to quality online information sources via the Intranet such as databases, encyclopedias, curriculum material, OneNote etc. The allowance made to students for Internet use is generous, and appropriate for such educational usage. **Downloading or streaming music and/or videos is forbidden (unless it is relevant to their unit of study).** Accessing online sites purely for personal use or entertainment (such as games) is also a breach of this agreement. Please speak with your Teacher or the Information Technology Department about this if you are in doubt.

Access to the Internet via the College's facilities or infrastructure may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, harassing, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. You must respect laws and other people's rights, including copyright laws and antidiscrimination laws. Use of public chat sites and programs are not permitted. **All use of the Internet is recorded and the Information Technology Department can monitor all Internet sites visited by students should there be cause for concern. Random monitoring also takes place throughout the year.**

D. Copyright

Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. You are expected to abide by the Copyright Laws and licensing agreements. The fair dealing legislation allows student use of copyrighted materials provided they abide by attribution and referencing of materials. Additional information about this matter can be found in the [College Referencing Policy](#).

All material submitted for internal publication must be appropriate to the College environment and copyright laws. To support the students in abiding by this the software program 'Turnitin' is provided. Students in Years 7 to 12 will be required where appropriate to submit their assessment through 'Turnitin' to check for plagiarism.

E. Network Printing

The College provides network printers for student use. A reasonable print allocation is provided to each student at the start of every term. If this allocation is exceeded due to private, non-educational or excessive use of these printing resources, the ability to print at the College will be suspended until additional print capacity is purchased by the student.

F. Email

Email is used as a communication tool for educational purposes. It should be noted that your email address carries the College name. Therefore, the email network must NEVER be used to make comments that:

- (a) are rude, obscene, harassing or offensive, including discrimination against any person or group;
- (b) are discourteous to an individual or organisation;
- (c) might injure the reputation of another person or offend that person;
- (d) are trivial or likely to annoy the receiver.

G. Privacy

The College is bound by the [Australian Privacy Principles](#) (contained in the Privacy Act 1988) the College may from time to time review and update this Agreement to take into account new laws and technology, or changes to College operations and practices to ensure the document remains appropriate and current.

The College must take steps to protect the personal information that is held by the College from misuse and unauthorised access.

Whilst access to the information technology facilities is provided by way of a personal account, authorised members of the College Information Technology Department reserve the right to investigate the way you use the facilities including email, network storage space, social network sites and internet browsing.

While after school use of technology by students is the responsibility of parents, College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. This also applies to College related activities. Any breach of this will incur College [Behaviour Management Policy](#) consequences.

The College takes a strong position to protect privacy and prevent personal information and opinion being published over technology networks including Snapchat, Facebook, You Tube, Twitter and any further new technology.

H. BYOD – Bring Your Own Device (Years 6-12)

Students in Years 6 -12 have permission to bring a personal, portable device (laptop, iPad, etc.) to the College. It is agreed to use it only during school periods, for educational use only. It is understood that it may be connected to the College Computer Network by the IT Department to access resources for educational use. Students will be personally responsible for preventing loss or damage to the device and must bring their device to the College fully charged with an appropriate cover.

The College will not be responsible for providing power or leads to charge student owned devices. Students will only be allowed to use their device with the express consent given by teachers or other authorised College Staff. Because of the requirements of the Queensland Curriculum and Assessment Authority, there may be instances when class work and/or assessment cannot be completed using the personal device. This will be decided at the discretion of the classroom teacher.

The College assumes no responsibility for the loss or damage of student owned devices.

I. **Mobile Phone Acceptable Use**

The decision for students to bring a mobile phone to College is a personal one made by parents or guardians, for the college's [Acceptable Use of Mobile Phones](#) for Middle / Senior school.

Parents may wish their child to carry a mobile phone for personal safety reasons however, it is a privilege and not a right to use it on College premises. Students should at all times practice mobile phone etiquette and request permission to use their mobile phone where necessary.

Junior School Students – Mobile phones should be handed into administration at the start of the day and collected after school.

Middle/Senior School Students – Phones should not be visible during the day unless permission has been granted at that time from College staff.

- Mobile phones may be used in classrooms at the discretion of the teacher **for education purposes only**.
- Volume must be turned off / phone set on silent.
- Talking or texting in class is unacceptable.

J. **eSafety**

It is the responsibility of all students to be proactive to ensure their safety in online environments. The College provides education for students about safety with ICT. The Code of Conduct below provides some guidelines for safe use of the internet and electronic communication systems.

Code of Conduct

When you use electronic communication your behaviour should be in keeping with acceptable College standards. Undesirable behaviour includes browsing, downloading or distributing material of an antisocial nature, image based abuse, violent, racist, destructive, demeaning or denigration of others, swearing and harassment. Under no circumstances should ICT be used to facilitate behaviour which is either inappropriate in the College environment, contrary to the College ethos, or illegal.

eSafe Online Conduct – Student Agreement

- I will not breach the [Australian Privacy Principles](#) or the Code of Conduct by posting pictures of myself or other students in College uniform online.
- I will not share personal information of myself or others (such as but not limited to, my last name, home or email addresses, any telephone numbers, including mobile numbers)
- If I am not sure if it is ok to post online, I will ask my teacher or a trusted adult. For example, I like basketball and want to write a lot about basketball online. That is fine but I should not write the full name of my team and where and when we practice.
- Anything I communicate online – words, pictures, video or other projects will be something I would be happy to have my parents or teachers see. I will use appropriate language and I keep in mind at all times that I am representing myself or my College to the whole world.
- I will use images that I create myself or that I know are from shared, copyright-free sources. When I use other people's words or images I will give them credit.
- If I feel uncomfortable or threatened online I will report it to a teacher or trusted adult.



ICT & eSafety Acceptable Use Agreement Student Sign Off

I accept that:

Breaching this agreement will result in my child being taken off the network temporarily or permanently, depending on the seriousness of the offence and that this may be recorded on their student record. For more serious matters, further disciplinary and/or legal action will be taken as outlined in the College's Behaviour Management Policy. Criminal offences will involve the police and /or other external agencies.

As the parent or guardian of this student, I have read the ICT Accepted Use Agreement and discussed this with my child, including the code of conduct. I understand that the ICT equipment/devices/network at the College are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges and other consequences including, but not limited to those listed above. I also understand that theft or damage to College equipment will result in a bill for the cost of replacement parts or repairs.

Internet Access

I understand that it is impossible for the College to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the College will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility to avoid access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

I consent to my child's possible involvement in the following

- The use of video/audio footage of my child for publication on websites for an educational purpose, class tasks and assessments, in house publications and school events, on video or in other electronic format (i.e. CD, DVD)
- The use of photographs of my child for publication on websites for an educational purpose, class tasks and assessments, in house publications and school events in printed matter and electronic formats. (i.e. CD, DVD)
- Websites for an educational purpose which incorporate all technologies. i.e. blogs, wikis, voice threads (which may include child's name).
- The publication of collaborative learning that is displayed on educational websites, portals, in printed matter, on CD/DVD or on video/audio.
- The publication of student created work and identification of this work by child's name

BYOD – Bring Your Own Device (Years 6 – 12)

As the parent or guardian of this student, I understand that when my child brings their own device to the College, it is to be used for educational use only, and that it will be connected to the College computer network. I also understand that the College cannot accept liability in any form should the device be stolen or receive any damage during the period it remains on the College premises, or College related activities.

**If you do not agree to all of these terms and conditions please email
IT Manager (helpdesk@salc.qld.edu.au) advising of any exclusions**