



Information & Communication Technology & eSafety Accepted 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 Cybersafety 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 Years 3-12 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 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, 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

Accepted Use Agreement

Your username gives you special privileges and responsibilities. Each user is responsible for how this is used. Before you are given access rights, you will need to agree to a number of conditions, which are outlined below.

A. Security

For security reasons we expect you to keep your passwords and network login details private. You need to keep all your drives and files secure, and prevent others from accessing your work without permission. You must respect the rights and privacy of others and under no condition access their 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. 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 students for educational purposes. Students in Years 3-12 have access to the "a safe place" Moodle course provided by the College to promote and educate students about eSafety.

In addition, the College provides access to quality online information sources via the Intranet such as databases, encyclopedias, curriculum material, etc. The allowance made to students for Internet use is generous, and appropriate for such educational usage. While the College has a large capacity connection to the Internet, downloading large files such as graphics, sounds and software will quickly use the data allocation provided to each student. **Downloading or streaming music and/or videos is forbidden.** 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 student in abiding by this the software program 'Turn It In' is provided. Students in Years 7 to 12 will be required where appropriate to submit their assessment through 'Turn It In' to check for plagiarism.

E. Network Printing

The College provides network printers for student use. A reasonable print allocation is provided to each student. 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. Use of public chat sites and programs is not permitted, unless agreed to by the class teacher. 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. BYOD – Bring your own device

If permission is given to bring a personal, portable device (laptop, iPad, etc) to the College, it is agreed to use it only during school periods, for schoolwork only. It is understood that it may be connected to the College Computer Network if permission is granted by the IT Department. Students will be personally responsible for preventing loss or damage to the device and must bring their device to the College fully charged. 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.

H. Privacy

The Privacy Act requires the College to take reasonable steps to protect the personal information that is held by the College from misuse and unauthorised access.

Whilst access to the 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.



I. 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 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, pornographic, 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

- I will not post pictures of myself or my friends in College uniform online.
- I will be careful about sharing too much personal information (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 say something, I will ask my teacher or parent. 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.
- I will not put my email address or my home address or phone number or other contact information online.
- 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 in cyberspace I will report it to a teacher or through the electronic "a safe place" course in Moodle.



Information & Communication Technology & eSafety Accepted Use Agreement

Terms and Conditions

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 my student record. For more serious matters, further disciplinary and/or legal action may be taken as outlined in the College's Behaviour Management Policy. Criminal offences may involve the police and /or other external agencies.

As the parent or guardian of this student, I have read the ICT Accepted Use Agreement. I understand that the ICT equipment/devices 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. 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 Web 2.0 technologies. i.e. blogs, wikis, voicethreads (which may include child's name).
- The publication of collaborative learning that is displayed on educational websites, 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

As the parent or guardian of this student, I understand that if my child chooses to bring their own device to the College, it is to be used for school work only, not games, and that it may be connected to the College Computer Network if permission is granted by the IT Department. 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.

If you do not agree to all of these terms and conditions please email Information Technology Manager advising of any exclusions.

ICTAcceptedUseAgreement	Date of Issue: 22/01/2015 Version: 14/01/2016	Review 1/12/16	Author: JoSchaefer
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