

Acceptable Use Agreement (AUA)

Technology Use / BYOD / Mobile Phone / Digital Citizenship

Technology Use Preamble:

Access to technology and to the internet at SJLC is provided solely for the purposes of educational research and learning. The purpose of the agreement is to outline appropriate use and prohibited activities that will guide students to demonstrate good citizenship and ethical behavior at all times. Every student is expected to follow the guidelines states below, as well as those given in writing or orally by staff in support of these guidelines.

This agreement applies to use of a personal device or one owned by the college.

Account ownership:

The College network accounts and email accounts of SJLC students are owned by the College and are not private. SJLC has the right to access the information in any student account at any time.

Legal use:

Students will use all devices at school (including personal and school provided devices), in conformity with the laws of Australia and the state of Queensland. Violations include, but are not limited to:

1. Criminal Acts
2. Libel Laws
3. Copyright Violations

Responsible use of Technology:

The use of computers and network services is a privilege, not a right. Inappropriate use will result in a loss of those privileges and / or other disciplinary action. Students will be held responsible for their actions and activities while using technology as SJLC according to the following guidelines:

1. Account Names and Passwords

I understand that passwords are private and are intended to be kept secret, share with no one. I will not allow others to use my account name and password on the SJLC network or for any other login accessed via the SJLC network. I will not make any attempt to use an account name other than my own.

2. Appropriate Use

I understand that the primary purpose of the use of technology at school is educational. I will use the devices responsibly to enhance my learning, and within the parameters established by my teacher. I will not retrieve, save, or display hate-based, violent, offensive or sexually explicit material, or any other material considered inappropriate by the College. I will not use instant messaging, social networking or shopping sites unless directed by a teacher as part of the teaching learning process. I will not use any device without the direct supervision of the classroom teacher or other qualified individual.

3. Caring for Resources

I will not damage computers, computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. I will not do anything to disrupt the work of another student or teacher, including disabling, disconnecting, altering or prematurely shutting down computer hardware.

4. Removable media

I understand that USB storage devices are not to be brought to or used at school unless specifically directed by my teacher. I will not connect SJLC computers to any such media that contains destructive illegal or inappropriate content or executable programs. I understand that bringing malicious software, pirated software/movies/songs, other illegal material, games or inappropriate/offensive material to school on storage media (such as USBs or external hard drives) is not permitted. I will comply with any directive to have such media scanned or searched by SJLC personnel for such contents.

5. Storage space

I will efficiently manage the storage space allotted to me on the network server. All my work should be saved to my Google Drive (or other password-protected online space), from where it can be accessed and printed. I know that I am responsible for saving, organizing and regularly backing up my own files. I understand that loss of data is not an acceptable excuse for not completing assigned work on time.

6. Netiquette

I will be courteous and use appropriate language in my digital communications including, but not limited to, email messages and online postings. I will refrain from using profane, vulgar, sexually explicit, harassing or abusive language and will report any cases of such usage against me to a member of the SJLC staff. I will not use technology to demean, threaten others or spread rumors (including cyber bullying), whether they are other students, teachers, staff or parents. I understand that I am an ambassador for the College in all my online activities. I understand that what I do online should not reflect negatively on my fellow students, teachers, or on SJLC. I will not post content anonymously.

7. Protecting privacy

I will protect the privacy of others or myself at SJLC. I will not reveal personal information online including names, addresses, credit cards details and telephone numbers of others or myself. I will not post pictures, video or audio or any other work or representation of a SJLC student or staff member without their knowledge and consent.

8. Respecting Ownership

I will respect the rights of others by not accessing files, software, or other resources owned by others without the owner's permission. I will use only the College network directories that are designated for my use of for the purpose designated by me teacher. I understand that masquerading, or pretending to be someone else is forbidden.

9. Security

I will respect the security of the network by not attempting to discover passwords or override measure the College uses to control access to any resource. This includes the use of websites that claim to disguise what sites you visit and the use of proxies to bypass blocking mechanisms. If I discover a breach in the network security system, I will immediately report it to staff.

10. Accessing Information

I understand that the Internet is a source for information that is both true and false, and that the College is not responsible for inaccurate information I obtain from the Internet.

11. Compliance

I am aware that internet usage is regularly monitored and scanned for any violations of the agreement. I understand that IT staff, teachers and other college staff reserve the right to

regularly and randomly check devices, both personal and college owned, to ensure the device complies with the agreements.

BRING YOUR OWN DEVICE PROGRAM (BYOD)

BACKGROUND

BYOD is a great opportunity for students at St James. Studies have shown that students using their own devices in education are more engaged as they have a feeling of ownership and familiarity, as well as an added sense of responsibility and trustworthiness in the classroom. Permission to BYOD is granted on a year-by-year basis. It is a privilege, not a right.

1. Permitted Devices

I am aware that if I am in Year 9 -12 that once registered for BYOD I am allowed to bring more than one device to school, but only for educational purposes. I understand that I should not be bringing more than one device every single day and that I should do my best to ensure that only one device is connected to the school network at any one time. I also understand that my parents should be aware of which devices I am bringing to school. *(NB: If I am in Year 7 or Year 8, my BYOD Agreement only relates to my iPad).*

2. Restrictions

I understand that laptops and tablets that have 3G or 4G capabilities are not permitted. These or other devices such as mobile phones, mobile internet services (eg dongles, personal hotspot connections), iPods and MP3 players are not a part of the BYOD program. College rules state that, apart from mobile phones, these devices should not be brought to school.

3. Software

I know that my device is not permitted to have any malicious software, pirated software/movies/songs, or other illegal material installed or accessible at any time. Content on my device should also be appropriate, non-offensive and in keeping with the Christian ethos of the College.

4. Access

I understand that deliberate attempts to bypass the school's filtering system or access parts of the network, which BYOD devices do not have access to will be treated very seriously. I understand that network access for my personal device is limited to wireless access on the BYOD network only and that I will not have direct access to the school network or network storage space.

5. Charging of devices

I understand that by signing this agreement I am making a commitment to bring my device to school every day. It should be fully charged - I may not be able or permitted to charge my device at school. If my device is out of action for any reason, I must be prepared to provide other educational tools to be prepared for class.

6. Downloading

I understand that any content downloaded at school must only be in relation to my schoolwork and under the specific direction of my teacher. Whenever possible, I should download recommended applications at home prior to class. I understand that I am not permitted to use the college network to download or stream personal content such as music, video or games and that I should update my software at home. All costs associated with the download of personal data are my responsibility.

7. Security

I will use an appropriate cover/carry bag/case whilst transporting my device from place to place, both at school and when travelling to and from school.

I know that it is my responsibility to keep my device secure. I will do my utmost to guard against the theft, damage (accidental or wilful) or loss of my device. When the device is not on my person I will ensure that it is kept securely locked away in my locker.

I will also secure my device and prevent others from accessing data by protecting it with a password. I understand that other students should not use my device and that if they do so, that I too am responsible for any breaches of rules, policies and agreements.

8. Compliance

I understand that a breach of this agreement or any other related policy will lead to disciplinary action and may forfeit my BYOD permission. Should my BYOD privileges be revoked, I understand that I must be prepared to provide other educational tools to be prepared for class. Should repeated breaches occur over a period of time, I understand that my BYOD privileges may be permanently removed.

USE OF MOBILE PHONES

BACKGROUND

St James Lutheran College accepts that parents provide their children with mobile phones for a variety of reasons, including those related to ease of communication, personal security and safety. There is also ever-increasing concern about children traveling alone on public transport or commuting distances to and from school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly, at any time.

If your child does bring a mobile phone to school, parents are reminded that they must always contact administration in the first instance should they need to contact their child during the school day. In cases of emergency, administration remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in an appropriate way. Student Services must be advised should your child become unwell and /or need to leave the College grounds during the day and a parent must sign their child out at Parent Reception.

MOBILE PHONE AGREEMENT:

1. I understand that the primary purpose of the use of personal devices at school is educational and that mobile phones are not used for this purpose. I will use my mobile

phone at school only when it is permissible and not during the school day unless otherwise directed by my teacher or another staff member.

2. I will not breach other related policies of the school such as the *Acceptable Use Agreement (AUA)*, *Behaviour Management Policy*, or *Anti Bullying Policy*.
3. I will always follow teacher direction in using my mobile phone and its applications appropriately and at appropriate times during class activities.
4. I am aware that I am provided a locker in which I can store my mobile phone safely. I am not to carry my phone on my person whilst at school. If I need to make contact with my family, I am aware that I must report to Student Services and call my parents in a more appropriate manner.
5. I understand that my mobile phone is my own personal property and that I am responsible for its safe-keeping and security. St James Lutheran College does not hold insurance for personal property brought on site (or off site while on College endorsed activities) and as such will not pay for any loss or damage to such property.
6. I will respect the property of other students and staff at the College and will not use, take or damage a mobile phone that does not belong to me.
7. I understand that my mobile phone must comply with the AUA. I know that my mobile phone is not permitted to have any malicious software, pirated software/movies/songs, or other illegal material installed or accessible at any time. Content on my mobile phone should also be appropriate, non-offensive and in keeping with the Christian ethos of the College.
8. I understand that deliberate attempts to bypass the school's filtering system or by using my mobile phone to do so which BYOD devices do not have access to will be treated very seriously.
9. I am aware that the AUA clearly outlines the policy in regard to such things as gaming, social networking, instant messaging, personal email, online shopping and the like. I will assume that all of these are prohibited unless I have explicitly been directed to use them by my teacher in support of my academic learning.

DIGITAL CITIZENSHIP

BACKGROUND

St James Lutheran College realises that life in the 21st Century requires adapting to changing methods of communication. The College has policies and Guidelines about appropriate conduct and behavior, which underpin conduct and behaviour in the online world as well. As part of the SJLC community, staff, students and parents all have a responsibility to engage appropriately with

any form of Social Media connected with the College. To this end, St James Lutheran College have adapted a series of Guidelines to support the ethos and standards of the College in relation to Digital Citizenship.

The College encourages parents to set and maintain high ethical standards in their use of social media and social networking at home in support of their children and the College. Students who are part of the SJLC community will be taught explicitly in the classroom about the high ethical standards expected of them in their online world, and will explore the dangers and concerns surrounding online safety, of themselves, others and personal and public property.

DIGITAL CITIZENSHIP AGREEMENT

Looking After Yourself

1. Choosing online names that are suitable and respectful.
2. Only inviting people you actually know in the real world to be your friends in the online world.
3. Only visiting sites that are appropriate and respecting the rules that websites have about age. If you wouldn't feel comfortable showing the website to your parents or grandparents, then it's inappropriate.
4. Setting your privacy so that only people you know can see you and your personal information.
5. Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly or trustworthy.
6. Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
7. Talking to trusted adults, like your parents or teachers, about your online experiences. This includes both the good and the bad experiences.

Looking After Others

1. Show you care by not sending hurtful or inflammatory messages to other people, or forwarding messages that are unkind or inappropriate.
2. By not getting involved in online conversations that are unkind, mean or "bullying" in nature.
3. By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things you read were written about you. If you would find them upsetting or inappropriate, then they are not and should be reported.
4. Avoid visiting websites that show others behaving in a disrespectful or illegal manner. If you visit one by accident, close it immediately and then report it to a trusted adult, like your parents or a teacher.
5. Show respect for others' privacy by not trying to get into their online spaces without invitation, by not stalking them, copying their private information or pictures, or by asking them to partake in any disrespectful or inappropriate behaviours online.

Looking After Property

1. By not stealing other people's property. It's easy to download music, games and movies, but piracy is illegal.
2. By not sharing the music, games, movies and other software that you own with other people.
3. By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt, ask parent or teacher.
4. By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage you find.

CONSEQUENCES OF BREACHING THE AUA

Students who infringe the rules set out in these guidelines may receive a ban from access for a period of time deemed necessary by the relevant Coordinator / Head of School / Deputy Principal, or they may have their particular device confiscated or monitored differently.

Staff may choose to keep the device or mobile phone until the end of the day for the student to collect, pass to the relevant Coordinator or Deputy Principal and will make contact with parents/guardians to inform them of the student's breach.

If a student refuses to hand over their device or mobile phone, they will be immediately referred to the relevant Coordinator and/or the Deputy Principal for further consequences.

If they are in serious breach of any of these Agreements, then the appropriate level of referral will be acted upon in accordance with the SJLC Behaviour Management Plan.

STUDENTS:

By signing below, I am agreeing to support the guidelines of this Agreement and will adhere to the standards expected of me as part of my commitment to the *Acceptable Use Agreement (AUA)*.

I acknowledge that I have read and agree to all of the above guidelines in reference to the use technology, my use of the internet and in my capacity as a responsible online digital citizen.

- Technology Agreement
- Bring Your Own Device Agreement
- Mobile Phone Agreement
- Digital Citizenship Agreement

Student name: _____

Signature: _____

Date: _____

PARENTS:

I have read and discussed all sections of this Agreement with my son/daughter and give permission for my son/daughter to bring their mobile phone and/or personal device to school under the conditions outlined above.

I understand that St James Lutheran College will not be responsible for any devices that are broken, damaged, lost or stolen whilst at school or during school-related activities. It is my responsibility to ensure that any device brought to school is adequately covered by insurance and protected by an appropriate carry case/bag. I will encourage and remind my child to be responsible for protecting their personal items whilst at school and on the way to and from school.

I understand that my child must comply with the AUA in order to gain access to the school internet provider. I know that their devices are not permitted to have any malicious software, pirated software/movies/songs, or other illegal material installed or accessible at any time; whether it belongs to the child or another family member. Content on my child's device should also be appropriate, non-offensive and in keeping with the Christian ethos of the College.

If I have any concerns or questions regarding the use of mobile phones at school, I will discuss them with my child's PC teacher in the first instance, and then the Deputy Principal.

By signing below, I am agreeing to abide by and support the Guidelines as outlined in the AUP Agreement and acknowledge that I have read all points outlined above.

- Technology Agreement
- Bring Your Own Device Agreement
- Mobile Phone Agreement
- Digital Citizenship Agreement

Parent / Guardian name: _____

Signature: _____

Date: _____