

WOODLEIGH SCHOOL INFORMATION COMMUNICATION TECHNOLOGIES (ICT) USER AGREEMENT

STUDENT COMMITMENTS

- I have read and understood, and will comply with, this ICT User Agreement.
- I understand that this ICT User Agreement applies to my use of the school's ICT (including any MacBook provided by the school), both at and away from the school. However, it can also apply to my privately-owned ICT devices (such as a laptop, mobile phone, smart watch, tablet, or drive).
- I understand that the school-provided MacBook is a valuable item and that I am expected to respect the device. This includes:
 - using it as an educational tool whilst at school
 - ensuring that my MacBook is fully charged each night
 - ensuring that my MacBook is stored in a locked school locker when not in use at school
 - carrying my MacBook in the bag provided whilst moving around the school
 - taking due care with my MacBook when away from school, including by not leaving it unattended
 - seeking help as soon as reasonable when there is damage or problems with my MacBook
 - ensuring that all materials such as (but not limited to) programs, files, images and videos stored on the MacBook comply with the ICT User Agreement
 - keeping my password(s) confidential
 - not cleaning my MacBook with any products other than those recommend by the school
 - not marking or applying stickers to my MacBook.
- I will take proper care of school ICT equipment. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my parents may be responsible for the cost of repairs or replacement.
- I understand that the school may monitor and log traffic, stored content and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- I understand that the school may audit and review student use of its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Such auditing may include any stored content, and all aspects of their use, including email.
- I understand that if I break this ICT User Agreement with my MacBook or a personal communication device (such as a mobile phone), I could face having my device confiscated by a staff member. The device may be returned by the staff member at the end of class or, for more serious cases, I would need to make an appointment with a Senior Staff member to discuss the circumstances in which the equipment was confiscated.

- I understand that if I breach this ICT User Agreement the school may ban or restrict my ICT use, inform my parent(s), and/or take disciplinary action (including by suspending me or asking me to leave the school). If illegal material or activities are involved, it may also be necessary for the school to inform the police.

GOOD PRACTICE AND FURTHER ADVICE

- Get to know internet safety sites and review them regularly. Aim to build your awareness of scams and schemes by building your digital literacy skills.
- During practical classes such as PE, Sport and Activities and when off campus, students are advised to lock their MacBook in their lockers. Change rooms and public spaces are not secure environments and are inappropriate places to leave valuable equipment unattended.
- We strongly recommend that students set privacy and security settings to 'private' or 'friends only' access on social networking sites. Students should regularly monitor these settings, as changes to security policies by organisations such as Facebook can affect the privacy settings of individual users. Students should not accept 'friends' who they do not know personally.
- **Don't post anything online that you wouldn't want parents, teachers or future employers to see. Once something is online, it's out there - and it can be shown and spread in ways never imagined.**

WOODLEIGH SCHOOL ACCEPTS NO RESPONSIBILITY FOR LOST, STOLEN OR DAMAGED ICT DEVICES OR OTHER VALUABLE EQUIPMENT.

Under no circumstances should any school computer or iPad be taken to outside service providers for repair. Students should have no expectation of privacy when using school devices/equipment. Teachers, parents and administrators may conduct checks of their internet history, documents and communications when considered appropriate.

IN SIGNING THIS DOCUMENT I AGREE

We have read and understood the responsibilities and agree to abide by this ICT User Agreement. We know that if we breach this agreement there may be serious consequences.

DATE _____ HOMESTEAD _____

STUDENT NAME _____

SIGNATURE _____

