

ST PETER'S COLLEGE

ICT USE AGREEMENT FOR STUDENTS

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: ICT Use Terms and Conditions for St Peter's College Students

Section C: ICT Use Agreement Form.

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students print and sign only section C and return that page to the school ICT services office
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement, please contact the school.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term '**Information and Communication Technologies**'
- (b) '**cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, Netbooks, Notebooks, Tablets, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, USB drives, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into us, both, school owned and student owned
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, drugs or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.



SECTION A INTRODUCTION

The measures to ensure the cybersafety of St Peter's College outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Peter's College, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include ICT Use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This ICT Use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with an ICT Use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network (wired and wireless), Internet access facilities, computers and other ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, or student owned, and used on or off the school site.

SECTION B ICT Use Terms and Conditions for St Peter's College Students

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school or my personal ICT equipment until my parent and I have read and signed this ICT Use agreement form (see Section C) and returned it to school.
2. The school will provide me with username, password and a school email address, I will log on only with that user name. I will not allow anyone else to use my user name or email address.
3. I will not share with anyone else my username and password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not, at any time, use ICT to upset, offend, harass, threaten or harm in any way anyone connected to the school ICT network or the school itself, even if it is meant as a joke.
6. I understand that the rules in this ICT Use agreement apply to any ICT equipment/devices owned by the school or privately owned, connected or not to the school's ICT network I bring to school or a school-related activity. Any software, images or material on such equipment/devices must be appropriate to the school environment.
7. I will only use these devices at the times that I am permitted to during the school day.
8. While at school, I will not:
 - Access, or attempt to access, inappropriate, offensive, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass any security, monitoring and filtering system that is in place at school.

9. If I accidentally access inappropriate material, I will:

- | |
|---|
| <ol style="list-style-type: none">1. Not show others2. Turn off the screen or minimise the window and3. Report the incident to a teacher immediately. |
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10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I will not attempt to run any ICT Equipment/device or software without a teacher's permission. This includes all wireless technologies.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose not to be responsible with ICT
 - Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic 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 social networks or email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I Will help others to become a better digital citizen. Being a responsible digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online, then I will speak up rather than just watch it happen.
17. I understand that if I break any of the rules established by this agreement, the school will immediately disable my access to any ICT equipment/device. All incidents will be dealt by the appropriate Head of Year and/or the Deputy Headmaster in charge of Pastoral Care.
18. I understand that if I break any of the rules established by this agreement, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

SECTION C

ST PETER'S COLLEGE ICT USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Return the form signed to the ICT Services office (Technology Block)**
4. **Keep the document for future reference**

We understand that St Peter's College will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep a copy of this document somewhere safe so I can refer to it in the future
- I will ask the school's ICT Manager if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this ICT use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: **Form class:**

Signature: **Date:**

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will consciously discuss with my son the Terms and Conditions of this agreement and so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this ICT use agreement is signed by my son and by me, and returned to the school
- I will encourage my son to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this ICT use agreement and am aware of the school's initiatives to maintain a cybersafe learning environment, including my son's responsibilities.

Name of parent:

Signature: **Date:**

Please note: This agreement for your son will remain in force as long as he is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.