

ICT RESPONSIBLE USE AGREEMENT

for Mackenzie College Students



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

Section A: Introduction Section B: Cybersafety Rules for Secondary Students Section C: Cybersafety Use Agreement Form.

Instructions

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

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. The abbreviation 'BYOD' refers to the term 'Bring Your Own Device' which involves students bringing their own mobile devices, such as smartphones, laptops and tablets, into the College, including the Mackenzie Community Library, for use and connectivity.
- D. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- E. The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), 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, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
- F. 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, 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 Mackenzie College outlined in this document are based on our core values and on the expectation that students will be responsible digital citizens.

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 Mackenzie College, and to the effective operation of the school.

Our school has cybersafety practices in place, which includes filtering and monitoring of Internet traffic.

The overall goal of the school in this matter is to create and maintain an ICT culture which is safe, reflects the value of our school and meets a wide range of educational needs. This 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 a use agreement and once signed and returned, students will be able to use the school ICT equipment/devices and/or their own devices.

The school's computer network, Internet access facilities, computers and other school 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, and used on or off the school site. This applies to the use of student owned devices used on the school site.

SECTION B - RULES TO HELP KEEP STUDENTS CYBERSAFE

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

1. I understand that continued use of school ICT equipment is dependent on the return of the signed use agreement (see Section C)
2. If I have my own user name, I will log on only with that username. I will not allow anyone else to use my user name.
3. I will not tell anyone else my 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 in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
6. Inappropriate use of private ICT equipment/devices and internet social networking sites (such as Facebook) during out-of-school hours are not the school's responsibility. However, if the implications of such personal use/activity compromises or impacts on student and/or staff safety, wellbeing and work at school then school management reserves the right to intervene with possible disciplinary actions.
7. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) 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, 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 remove or bypass security, monitoring and filtering that is in place at school, i.e. proxy sites to circumvent access to prohibited sites.
9. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off the screen or minimise the window and
 - Report the incident to a staff member immediately.
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 understand that these rules apply to any privately owned ICT devices (including laptop, tablet, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I understand that specific groups will be given formal permission to bring privately owned equipment/devices to school (BYOD). Unless I am in this group then privately owned ICT devices will not be permitted in class.
13. In BYOD situations it is the responsibility of the student to ensure that their device is fully prepared before the start of lessons i.e. charged, software installed/updated.
14. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
15. I will obtain a teacher's written permission before recording or collecting data about other people (including images, audio and video). Written permission can include email and printed/shared task sheets published by the teacher. I will also obtain the permission of the person(s) the data is collected about.
16. I will obtain written permission from the teacher in charge before publishing any data online. This data must be viewed and approved by the teacher before being published.
17. Personal information such as full names, addresses, email address and phone numbers should never be shared by students online.
18. 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 to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
19. 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 email.
20. 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.

21. I understand that if I break these rules, the school may inform my caregiver(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.
22. I understand that disciplinary consequences for breaches of this cybersafety use agreement could include being blocked or having restricted access to the school network for a specified time, and could include detentions and/or stand down/suspension depending upon the seriousness of the student's infringement.
23. I understand and give my permission for the school to publish any school material (such as artwork, poetry, stories) I may have produced, in school publications. This could include publication in hard copy like school newsletters, or in digital format on the school's website. The purpose of any such publishing is to celebrate student work and achievement and to promote the school in our wider community. I understand that I can request that specific work not be published as long as I have valid reasons.
24. I understand and give my permission for photos and images of myself to be used and published by the school. This could include publication in both hard copy format such as the school newsletter, and also digital images on our website. Any such digital images will be removed if the individual makes such a request. The purpose of the publishing of such images is as part of our communication with the school community.
25. I will not access the Mackenzie Community Library's wifi during College hours unless prior approval has been granted by a teacher or librarian.

SECTION C - CYBERSAFETY 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. If you agree and accept the terms and conditions please sign below and return the form to your Form Teacher

We understand that Mackenzie 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 or privately owned 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 read this cybersafety use agreement carefully.
- 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.
- If I bring my own ICT devices (including cellphones/smart phones/laptops, tablets etc) onto school property I will take full responsibility for their safety. The school takes no responsibility for damage or theft.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the Assistant Principal (Mr Reid) 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 cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: Year Level:

Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment.
- I will ensure this use agreement is signed by my child and by me, and returned to the school.
- I will encourage my child 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 cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of caregiver:

Signature: Date:

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

