Traralgon College Acceptable ICT Use Agreement

Traralgon College believes the teaching of Cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

Purpose

This Acceptable Use Agreement will help protect students, staff and the resources by clearly starting what is acceptable and what is not.

Our College will:

Provide a safe and secure communications network that includes:

- Internet access – communication technology – storage space to save work.
- Create life-long learners who discriminate and synthesise data from multiple sources that are able to manage and use information effectively.
- Provide a safe, secure learning and teaching environment that maximises student potential and lifelong learning through the use of Information Communications Technology.
- Develop an environment where the use of ICT is regarded as an integral part of our teaching and learning practices and administration.
- Encourage the College community to assume greater responsibility for their own learning.
- Provide a College network for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication.
- Provide students with opportunities to access school work outside of normal classroom activities.
- Provide students with access to a greater range of educational opportunities through a greater range of personal application selection.
- Enforce expected behaviours when using ICT.
- Provide an understanding of responsibility when a personal device is brought to school.
- Have a Cybersafety program at the school which is reinforced across the school.

Definitions

- ICT = information and communication technologies and includes but is not limited to the use of computers, the school network, the internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, etc.
- ICT Resources = ICT, Mobile, Telephone and Student Owned Devices
- Mobile Telephones = Standard mobile telephones and smart phones such as iPhones and mobile telephones that can access the internet, etc.
- Student Owned Devices = any ICT device that a student owns and brings to school e.g. iPod, Netbook or laptop, personal data assistants (PDAs), cameras, mobile/smart telephones, etc.
- MBYOD = Managed bring your own device
- BYOD- Bring your own device

When using ICT resources at school, I agree to:

- Comply with State and Commonwealth laws at all times;
- Use the ICT Resources at school for educational purposes;
- Only use my own username and password to access ICT Resources;
- Use social networking sites for educational purposes and only as directed by teachers;
- Think about how I use content posted on the Internet and not simply copy and paste information from websites;
- Not use any ICT resources or actions that will bring the school into disrepute;
- **Use ICT resources in a safe and secure way:**
  - Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
  - Not send photographs or publish the full names of others or myself to unknown people without permission;
  - Always act with caution when communicating with unknown people using the school ICT resources;

Examples of unsafe actions:

- Revealing your full name, address, phone number, etc. to an unknown person by email or chat session;
- Using a chat facility that is not supervised by your teacher;
- Placing your personal details on a web page;
- Giving out credit card details to strangers or to unverified or unsecure websites;
- Putting personal details in your email signature; and
- Accepting offers to meet strangers who you have met via an electronic medium.

Use ICT resources legally:

o   Abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);

o   Not use the school computer facilities or your own device for illegal purposes:

Examples of illegal activity:

- Copying software onto computers, disks or networks without permission by the copyright owner;
- Sending threatening or profane electronic mail;
- Ordering materials over the Web using other people's credit cards without their permission;
- Copying digital art works, music or printed material without permission by the copyright owner; and
- Using the Web to distribute pornographic material.

Use ICT resources responsibility:

o   Not use ICT resources at school for personal financial gain, gambling or advertising;

o   Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images);

o   Not tell other people my password or leave my computer logged in and unlocked when leaving the room.
    Examples of irresponsible actions:
- Leaving a computer logged on after departing the room;
- Leaving personal information on a shared computer where others can use it;
- Neglecting to back up important pieces of school work; and
- Telling other people your password.

Use ICT resources honestly:

o   Not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a user or password that is not my own (e.g. of another students, teacher, staff member or system);

o   The unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department;

- o   Not use the school computer facilities or BYOD for dishonest purposes.
  Some examples of dishonest activity:
    - Copying another person's work and submitting it as your own;
    - Claiming personal ownership of material that was developed by a group;
    - Setting up an unofficial web site which claims to be the official school site; and
    - Sending electronic mail using a faked e-mail address or someone else's account.

Use ICT so that you do not offend other:

- o   Be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;
- o   Not send, produce, show or search for things that might upset others;
  Examples of things which could upset others:
    - Spreading untrue rumours and gossip through e-mail, social networking, and other online platforms;
    - Publishing racist or sexiest material;
    - Downloading or displaying offensive pictures; and
    - Playing offensive songs from websites.

Use ICT so you do not disrupt others:

- o   Not attempt to download software, music, video or other large files without permission;
- o   Not bring or download unauthorised programs, including games, to the school or run them on school computers;
- o   Not intentionally create congestion or disrupt the school ICT resources.
  Things which could disrupt other users:
    - Breaking or damaging the computer equipment;
    - Spilling food or drink on computer equipment;
    - Creating and / or forwarding chain-mail;
    - Downloading large files from the Internet during school time without seeking approval from your teacher;
    - Introducing viruses and malware into the system; deleting or changing critical files, or the files of others;
    - Attempting to gain unauthorised access or hack into the school ICT resources; and
    - Using the computer system to gain unauthorised entry into other computer systems or ICT resources;

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- Not keeping anti-virus protection up to date on student owned devices, for example, checking removable media (such as USB storage devices)

- Students should report any hardware or software issues with school ICT resources to their teacher and not try to fix things themselves.

- Ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.
  Things which you could discuss with your teacher:
  - I need help online;
  - I feel that the welfare of other students at the school is being threatened;
  - I come across sites which are not suitable for our school; and
  - Someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.

  - Advise my teacher or school Principal of any suspected technical security breach involving users from within their school, other schools, or from outside the Department.

In the instance of ICT and / or ICT resources theft or damage, the college accepts no responsibility for students who lose or have their Device stolen or damaged while travelling to or from school, or during school hours; if a Device is stolen it will be the responsibility of the student to contact the police.

Non-compliance is considered a serious matter and appropriate action will be taken.

Inappropriate use of a Device will result in disciplinary action as deemed necessary by the College. This may include, but is not limited to:

- Temporary confiscation
- Confiscation and a parent meeting
- Detention or suspension
- Referral to police in extreme instances

Appendices

APPENDIX A: ICT Agreement

ICT Agreement

Conditions

For users to gain use of and access to internet facilities, they must read and accept the following rules and sign the agreement. The agreement must also be signed by a parent if the student is under 18 years of age.

Purpose

The purpose of this document is to establish a policy for acceptable use of the Internet for MBYOD and BYOD. It is particularly designed to protect students from accessing inappropriate material and to teach them responsible use of online materials and to ensure that students and parents know their responsibilities when bringing and using a personal device at school.

Definitions:

- MBYOD = Managed bring your own device
- BYOD- Bring your own device (NOT a mobile phone)

ICT Agreement

1. Traralgon College's Internet accounts exist to provide access to curriculum related material, therefore, I shall not use the school account to search for non-curriculum related material unless given direct permission by College staff.
2. I shall not use the Internet to access unacceptable material. This includes sites dealing with illegal activities, pornography, or extreme violence.
3. I accept that information published on the Internet may be inaccurate or may misrepresent a person or situation and shall take care in the use of this material
4. I will abide by copyright laws. I shall not copy or redistribute work or use other people's work without correctly acknowledging them.
5. I shall respect the right and privacy of others. I will not disclose usernames and passwords to anyone, read other people's electronic mail or reveal personal addresses or phone numbers.
6. In accordance with Section 85ZE of the *Commonwealth Crimes Act*, I shall not use the Internet or any telecommunication service to menace or harass others. Similarly, I will not use such a service to use disrespectful, inaccurate or inappropriate language.
7. I shall treat all College ICT equipment with care and respect
8. I understand and accept that inappropriate behaviour whilst accessing the Internet shall incur penalties. Traralgon College reserves the right to terminate or suspend Internet access and/or other penalties as deemed appropriate.
9. Students who bring their own devices must not use these devices in any manner illegal, harmful or against the school's acceptable use agreement.
10. I shall not use these personal devices for anything deemed to be un-educational by any member of Traralgon College's staff.
11. I accept that the use of personal devices in connection with Traralgon College carries specific risks for which I as the owner/user, assume full responsibility. These risks include but are not limited to, partial or complete loss of data, errors, bugs, viruses, downloaded malware, and/or

other software or hardware failures, or programming errors which could render devices inoperable.

12. Traralgon College accepts no responsibility for inappropriate use, damage obtained on or off school grounds, misuse by those other than the intended owner/user, loss or malfunction.

13. I agree that Traralgon College and its staff will not be responsible or held responsible for the maintenance or upkeep of the device.

14. It is my responsibility to keep any personal device or school ICT resource in a safe and secure situation at all times.

15. If devices are deemed to be conflicting with any policy or agreement whether agreed to or not, the devices may be taken by any staff.

16. I agree that any device may be taken at any time to be checked by a Traralgon College staff member should that staff member identify that the personal device contains inappropriate data or be used in an inappropriate manner as deemed by that staff member.

17. If devices are deemed to be conflicting with any Traralgon College policy or agreement whether agreed to or not, the devices may be taken by any member of Traralgon College's staff, under the responsibility of the owner/user not that of the staff member, with any damage incurred the responsibility of the owner/user.

18. In the event of loss, theft or damage, you must inform Traralgon College within 2 working days if you have a MBYOD -Managed Bring Your Own Device (purchased through the school portal) BYOD are **NOT** managed by the school.

19. I agree the device meets the 'BYOD approved list' which may change at any time.

20. I agree that only 2 devices (not to include a mobile phone) will be connected to the school network, and that further connections will not be permitted.

21. I agree that connection is not guaranteed and may be disconnected at any time without warning.

The full ICT policy is available on the school website.