



## ICT STANDARD – ACCEPTABLE USE POLICY AGREEMENT AT SCHOOL AND TAKEN HOME

### Student Agreement

I have read and understood this Information and Communication Technology (ICT) Acceptable Use Policy Agreement, incorporating cyber-safety (for more information see the attached *Strategies to help keep students Cyber-safe*) and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that failure to comply with the Laptop Use Agreement could result in recall of the laptop and/or loss of access for home use.

Name of student .....  
(Please print)

Homegroup .....

Signature of student .....

Date .....

Lap top Tag Number: .....  
School to enter tag number upon issue)

### Parent/Caregiver Agreement

I have read and discussed this Computer Use Agreement **and the attachment for students** with my child, incorporating Cyber-safety (for more information see the attached Cyber-safety Strategies at Millicent High School) and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that the failure of my child (or by me in the case of independent student) to comply with the Use Agreement could result in behaviour management processes of the school being invoked.

I have ensured that this Use Agreement has been signed by my child, and are aware that any costs associated to repairs or replacement of Information and Communication Technology (ICT) equipment while in the care and custody of my child will be borne by me, the parent/caregiver or by me in the case of an independent student.

I have evaluated my personal home contents and car insurance to cover equipment on loan to my child, in the event of loss or damage to such loaned equipment while in the care and custody of my child.

I am aware that signing and returning this form constitutes a commitment to pay in the event that there are costs associated with repairs or replacement of on loan computing devices damaged while in the care and custody of the student. Millicent High School's policies relating to the recovery of debts will apply. (Some home and car insurance policies purchased by the parent/caregiver may cover such events).

Name of Parent/Caregiver .....  
(Please print)

Signature of Parent/Caregiver .....

Date .....

**This agreement will remain in force as long as your child is enrolled at this school.**

**If it becomes necessary to add/amend any information or rule, you will be advised in writing.**

**PLEASE RETURN THIS SECTION (PAGE) TO SCHOOL.**

**You will receive by mail a photocopy of this section (page) upon issue of the laptop.**

***The Lap Top Tag number will be inserted upon issue.***



# ICT STANDARD – ACCEPTABLE USE POLICY AGREEMENT AT SCHOOL AND TAKEN HOME

## Procurement/disposal/ownership

All equipment purchased with school funds remains the property of Millicent High School.

## Acceptable Use

As is the case with all Information and Communication Technologies (ICTs) in Department for Education schools and preschools, policies on the safe and acceptable use of ICT apply to all supplied computers.

All students and their parents/caregivers are required to sign a Use Agreement which covers the care, use and management of computers in a cyber-safe learning environment. Included in the management are security, email, Internet access and virus protection as well as cyber-safety.

The use of school applications and files is for the benefit of students' learning. As such the use of the allocated computing resource is on the understanding that your child will access applications and files in safe and ethical ways. Your child needs to be aware that the school's wellbeing and behaviour management processes extend outside of school hours or off site.

**Millicent High School reserves the right to monitor the content of laptops on loan.**

## Cyber-Safety

Millicent High School is committed to being a cyber-safe learning environment that remains engaging, productive and safe. Child protection education and cyber-safety practices are in place, whereby staff and learners are involved in discussions regarding the safe and responsible use of the school ICT facilities. To ensure MHS students use ICT responsibly, we encourage parents/carers to recognise their responsibilities in supervising and supporting their child's ICT learning experiences, both at home and at school. Please see the attachment *Strategies to help keep students cyber-safe* for strategies to help students stay safe when using ICT at school and after formal school hours.

Material sent and received using the network is filtered by Department for Education monitoring software to restrict access to certain sites and data, including email in an effort to prevent students' exposure to inappropriate content. Department for Education administrators make every reasonable effort to eliminate risks when using the department's online services but it cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Students may be permitted to use an individual email address. More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority: <http://www.acma.gov.au>; NetAlert <http://www.netalert.gov.au>; Kids Helpline <http://www.kidshelp.com.au>; Bullying No Way <http://bullyingnoway.com.au>

It should be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the Principal has the authority to suspend or exclude a student from attendance at school. If a student is suspected of an electronic crime, this will be reported to the South Australian Police Department (SAPOL).

Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device e.g. laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

## Responsibilities when Laptops are used at School and are taken home:

### Care of laptops

Students are expected to care for loan laptops in relation to carrying, cleaning, storage and security both on and off-site. The virus protection software which is installed must be kept up to date and not tampered with.

**Students are expected to bring their laptops fully charged to school each day.**

Parents must ensure that students report lost, stolen or damaged laptops to the school within 24 hours of the incident occurring. If a laptop has been lost or stolen, it must be reported to the police.

In some cases, parents may be responsible for the full replacement cost of the laptop, e.g. if the damage is

wilful or if it is lost from an unsecured location.

If a loan laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop on loan for home use. In such cases repair or replacement costs may be passed on to the parent/caregiver for payment. School policies related to the recovery of debts will apply.

Any replacement computer will usually be the same age and model as the one it replaces and may be pre-used by other students.

### **Repair and maintenance**

The laptop is covered by a three-year manufacturer's warranty.

The school is responsible for the repair and maintenance of laptop computers through regular maintenance or servicing schedules. Students will be notified of such scheduling.

### **Loan laptops**

Millicent High School has established a small pool of replacement loan laptops for students to use if their laptop is unavailable for more than five days because it is being repaired under warranty or after being damaged. Availability of a replacement loan laptop is not guaranteed, and these laptops are to remain at school.

### **Non-school applications and files**

At all times the performance of laptops is for the primary purpose of student learning. Some software can slow down the performance of the device or corrupt it so that it is unusable. Approval from the school must be sought before loading non-school software. Some software, even if approved for installation, may not be supported by the school.

The consequence of contravening school policies on the use of non-school applications may be the restoration of the laptop to its original specifications, with the consequential loss of all student data. It is the responsibility of the student to ensure files related to their learning are backed-up in an alternative location as good practice.

### **Return of Laptops**

When your child leaves Millicent High School the laptop must be returned to the school. As part of the return process, a maintenance check will occur to ensure that the laptop is in good order. Any repair or replacement costs will be passed on to the parent/caregiver for payment. School policies related to the recovery of debts will apply.

# ICT STANDARD – ACCEPTABLE USE POLICY AGREEMENT AT SCHOOL AND TAKEN HOME



## Attachment for students

### Strategies to help keep students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception, and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement form and the completed form has been returned to school.
2. All users have their own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I agree to use my mobile phone/s under the terms as set out in the schools mobile phone policy.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
  - access, attempt to access, download, save and distribute only age appropriate and relevant material
  - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
  - not show others
  - turn off the screen or minimise the window
  - report the incident to a teacher immediately.
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, is also covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.

13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
- my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
14. I will respect and treat all school 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 cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - reporting any breakages/damage to a staff member.
15. The school will 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 e-mail.
16. The school may monitor and 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 e-mail.
17. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

### IMPORTANT TERMS

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying that uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and 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.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.