



Dear Parent/Guardian

### **Responsible use of School ICT Resources**

As part of your child's curriculum, our school is providing supervised access to Information and Communication Technologies (ICT).

ICT includes the use of: computers, iPads and printers, the school network, the Internet, email, phones, digital/video cameras, and scanners.

These technologies are used within the school for research, communicating with other people, publishing students' work, and for learning basic skills. The Department of Education and Thornlie Senior High School is committed to the pursuit of excellence in learning and teaching through the integration of learning technologies into education programs.

While staff will ensure that high-quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. The school minimises this risk by providing appropriate supervision, using Internet filters, and educating students to participate safely and responsibly when online.

The school has developed rules for safe and responsible use of ICT and all students work to these rules, a copy of which is attached for your information. Students are required to sign an Acceptable Use Agreement, to ensure that they understand the rules. Unless otherwise advised, we will assume your child has your permission to use the computing and Internet resources available at this school.

From time to time the school may want to publish to the Internet, photographs of students involved in school activities and/or samples of students' work in order to share good practice, celebrate success and inform the learning community about our activities. Your child may also be involved in online learning activities which involve publication to other relevant Department of Education websites.

If you wish to discuss any aspect of the use of Information and Communication Technologies within our school please telephone me to arrange an appointment.

Yours sincerely

Malinda Herbertson  
ICT Coordinator

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# Secondary Students ICT Acceptable Use Agreement

## Purpose

Information and Communication Technologies (ICT) are provided at Thornlie Senior High School for educational, communication and research purposes.

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

This Acceptable Use Agreement for ICT resources, mobile telephones and student owned devices also applies to students during work placements, school excursions, camps, and extra-curricular activities.

## 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
- ICT Resources – Includes but is not limited to; ICT, Mobile phones, iPads and Student Owned Devices
- Mobile telephones– Includes but is not limited to; standard mobile telephones and smart phones such as iPhones and mobile telephones that can access the Internet
- Student Owned Devices – Includes but is not limited to; any ICT device that a student owns and brings to school eg iPod, Netbook or laptop, cameras, iPads, calculators, mobile / smart phones, etc
- The Department of Education - Department of Education

## 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;
- accept full responsibility for my own personal device: any theft, loss, damage or health effects (potential or actual) are my responsibility as a student of Thornlie Senior High School;
- 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 (plagiarism)
- 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 and other personal information 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:**
  - abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
  - not use the school computer facilities 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 view or distribute pornographic material.
- **use ICT resources responsibly:**
    - not use ICT resources at school for personal financial gain, gambling or advertising;
    - not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images);
    - not tell other people my password or leave my computer logged on 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:**
    - 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 name or password that is not my own (eg of another student, teacher, staff member or system);
    - the unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department Of Education;
    - not use the school computer facilities for dishonest purposes.

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 others:**
    - be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;
    - not send, produce, show or search for things that might upset others.

Things which could upset others:

    - spreading untrue rumours and gossip through e-mail;
    - publishing racist or sexist material;
    - downloading or displaying offensive pictures; and
    - playing offensive songs from websites.
- **use ICT so you do not disrupt others:**
    - not attempt to download software, music, video or other large files without permission;
    - not bring or download unauthorised programs, including games, to the school or run them on school computers;
    - not intentionally create congestion or disrupt the school ICT resources.

Things which could disrupt other users:

    - breaking or damaging 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;
- students should report any hardware or software issues with school ICT resources to their teacher or Mr Allard and not try to fix the issues themselves.
  - ask your teacher for help if you find or receive information that you feel uncomfortable with or is inappropriate. Things which you could discuss with your teacher:
    - You need help online;
    - You feel that the welfare of other students at the school is being threatened;
    - You 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 your teacher or school Principal of any suspected technical security breach involving users from within their school, other schools, or from outside the Department of Education.

### **Consequences for breaking the policy agreement**

Consequences for breaking the policy agreement;

**1<sup>st</sup> Offence:** The device will be confiscated, secured at Student Services, the student's name will be logged and the device can be collected by the student at the end of the day. A letter will be forwarded to parents / guardians.

**2<sup>nd</sup> Offence:** Same as 1<sup>st</sup> Offence except that a Parent/Guardian will need to collect the device from the school. Student privileges may be restricted or withdrawn.

**3<sup>rd</sup> Offence:** As of 2<sup>nd</sup> Offence, the device will be disconnected from the school network and the student will be asked not to bring the device to school anymore.

Procedure

The Student and Parent will complete the form below.

This form and the device will be taken to the IT office where the student will be assisted in connecting the device to the schools WiFi network.

### **Monitoring and management of ICT Resources**

All departmental ICT resources are the property of the Department of Education, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental ICT resources. This also includes any material that has either been run or deleted from Department resources, personal computer, laptop, Netbook or mobile device and may involve the confiscation of the ICT resource for this purpose.

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The Department of Education and Thornlie Senior High School may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the rules for responsible ICT use and this Acceptable Use Agreement .

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring.

The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

**Waiver of Liability**

The Department of Education and Thornlie Senior High School restricts access to some material available via the Internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss however arising from use of, or reliance on information obtained through its Internet service or in relation to the reliability or quality of that service. We do not accept responsibility for any damage or loss to student owned devices brought to school or connected to the Department of Education's ICT resources.

## ICT AGREEMENT: MUST BE SIGNED AND RETURNED TO SCHOOL

### Procedure

The Student and Parent will complete the form below.

This form and the device will be taken to the IT office where the student will be assisted in connecting the device to the schools WiFi network.

### STUDENT

I have read the Acceptable Use Agreement carefully and understand the importance of the conditions and agree to follow these rules. I understand that if I choose to not follow these rules it may result in loss of access to school ICT resources such as computers, internet, email or Student Owned Device at school for a period of time determined by the IT Manager Mr Allard or Principal Mrs Donna McDonald.

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

DEVICE MAKE and MODEL: \_\_\_\_\_

DEVICE NETWORK NAME: \_\_\_\_\_

DEVICE MAC ADDRESS: \_\_\_\_\_

### PARENT OR CARER

As the parent or carer of this student, I have read the ICT Acceptable Use agreement and I have discussed the information contained in the Acceptable Use Agreement with my child. I understand that ICT resources access is designed for educational purposes and Thornlie Senior High School has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable and inappropriate content and materials and I will not hold them responsible for all the accessed materials acquired on the ICT resources. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

**Parent / Guardian's Name :** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_