ST JOSEPH'S CATHOLIC COLLEGE

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Student ICT Usage Agreement

The College encourages students to become familiar with the use of Information and Communication Technology. This agreement is designed to ensure the Cyber Safety of St Joseph's Catholic College students and must be accepted by students, parents and guardians in order to have access to the College's ICT equipment.

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) '**College ICT equipment'** refers to the College's computer network, Internet access facilities, desktop computers, laptops, netbooks and other College 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, PDAs), 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 future technologies as they become available

(e) '**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 College environment. This is intended to be inclusive of but not limited to the definition used in the Films, Videos and Publications Classification Act 1993.

Student:

That the College's ICT equipment can connect me to useful information, I understand:

- While I have access to the College's ICT equipment, whether on campus, home or elsewhere, I will follow all rules as stated in the Student Computer Usage Agreement;
- I cannot use College ICT equipment until my parent(s) and I have signed this agreement and the completed form has been returned to College;
- The College requires all users of its ICT resources to do so in an ethical, legal and responsible manner;
- That the College may monitor traffic and material sent and received using the College's ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email; and
- That the College may audit its computer network, Internet access facilities, computers and other College 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. The College retains rights and ownership of all data created or stored on the College network.

I hereby agree that while using the College's ICT equipment:

I WILL:
- Only use the Colleges' ICT equipment for the purposes directed;
- Use the internet and my print account solely for educational purposes;
- Be responsible for any action carried out under my username;
- Observe all copyright laws, including those relating to computer software and format shifting;

- Respect the rights and privacy of other users;
- Report to a teacher or relevant person any inappropriate email or online messages that I receive or any inappropriate use of ICTs at the College;
- Report any security lapses that I may discover;
- Make available any ICT equipment/ devices for checking by College staff;
- Power off the screen and immediately, quietly inform my teacher if I accidentally come across something that is illegal, objectionable, dangerous or offensive.
- Report any damaged, faulty or missing computer equipment to the teacher in charge or relevant person immediately;
- Log off when finished using a College computer (excluding netbooks).

I WILL NOT:
- Use the network in any such way that would disrupt network services for other users;
- Disclose my or any other person's private information such as address or phone number, any credit card or pin number;
- Attempt to retrieve, view or disseminate any objectionable, obscene, offensive, pornographic or illegal material;
- Login under another person's username and password;
- I will not tell anyone else my password. If I believe my password has been compromised, I will change my password immediately and notify my teacher or relevant person immediately;
- Send offensive or objectionable messages or anonymous or falsely addressed electronic mail;
- Bring the College into disrepute in any way whatsoever;
- Have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing);
- Download unauthorised software or digital content from the internet or bring from home unauthorised downloads (such as pirated music, video, shareware etc.);
- Use chat channels or social networking sites (Facebook, My Space, Bebo, Snapchat etc.) while at school.
- Install software on the College's system;
- Connect any ICT equipment/device (apart from a USB drive) to, or attempt to run any software on, the College network without the permission of the College IT staff. This includes all wireless technologies;
- Attempt to change or tamper with the College's computer network in any way;
- Attempt to bypass any security and internet filter settings;
- Alter any control panel configurations or settings on the College's ICT equipment or interfere with hardware.

I understand that if I break these rules:

- the College will inform my parent(s) and access to the College network and devices may be withdrawn;
- in all cases the College will follow the behaviour consequence matrix;
- I also understand that my family may be charged for any repair costs;
- If illegal material or activities are involved, it may be necessary for the College to inform the police.

Students Name (printed):_____ Student Signature: _____ Date:_____

Parent Name (Printed):_____ Parent Signature: _____ Date:_____