

## Acceptable Use Agreement



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

**Section A: Introduction**

**Section B: Acceptable Use Rules for Senior Secondary Students**

**Section C: Acceptable Use Agreement Form.**

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### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents 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.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

#### **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) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school 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, tablets, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, 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*
  - (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 school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*
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## Section A: Introduction

The measures to ensure the cybersafety of Palmerston Senior College outlined in this document are based on our core values.

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 Palmerston Senior College, and to the effective operation of the College.

Our College has rigorous acceptable use practices in place, which include acceptable use agreements for all Collegetel staff and students.

The overall goal of the College in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with acceptable use breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once the signed consent has been returned to the College, students will be able to use the school ICT equipment/devices.

The College's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the College 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 acceptable use also applies to student personal devices when they are brought to the College!

## Section B: Acceptable Use Rules for Senior Secondary Students

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

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form (see Section C) and return it to school.
2. If I have my own user name, I will log on only with that user name. 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.
6. I understand that the rules in this use agreement also apply to personal devices.
7. I understand that the teacher conducting each class I am in has the right to allow or disallow the use of personal devices.
8. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
9. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
10. 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 teacher immediately.
11. 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.
12. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, tablet, peripheral device) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.



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13. I understand that if I bring my own device to use at Palmerston Senior College, I do so at my own risk. The College is not responsible for lost, stolen or damaged devices. We recommend purchasing insurance for accidental loss or damage and students use a protective case or bag for their personal devices.
14. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
15. 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.
16. 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.
17. 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.
18. I understand that if I break these rules, the school may inform my parent(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.



## Section C: Acceptable 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. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, and the copy of this signed page which the school will provide.

We understand that Palmerston Senior College will:

- Do its best to keep the school cybersafe, by maintaining an effective Acceptable Use program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/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 acceptable use education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about acceptable use 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
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the ICT Co-ordinator 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: ..... Form class: .....

Signature: ..... Date: .....

### Section for parent/legal guardian/caregiver

**My responsibilities include:**

- I will read this acceptable 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 acceptable use 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 acceptable use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

Name of parent: .....

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, parents will be advised in writing.**

(Office Use only: entered into SAMS)