

Mildura Senior College

ICT Acceptable Use Agreement



When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if any are damaged or require attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student or staff member
- Not bringing to school or downloading unauthorised programs, including games.
- Not try to bypass internet filtering
- Not use the network for commercial purposes
- Reporting security problems, which must be brought to the immediate attention of the ICT Department. I will not demonstrate these problems to other users.

When I use school owned devices I will follow these conditions. This includes netbooks borrowed from the school as a part of the netbook loan program.

- If taken home, the student must bring portable devices fully-charged to school every day.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- At the end of the school term, or agreed time (whichever is shorter) the device must be returned to the school. If the student leaves the school or moves to another school, the device must be returned.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the principal or their nominee will determine whether the student retains access to a device for home use. The student may be required to provide additional security deposit for further loans.

When I bring my own device (includes leased devices) I agree to the following conditions:

- I am responsible for my personally owned device(s) in terms of securely storing the device(s) when not in use, and for the hardware and software repairs to the device(s)
- I will maintain an up to date backup of my important data, ensuring the antivirus and security software is enabled and up to date
- Installing or updating any software that is not on the college software portal will be my own responsibility.

- The college has the right to confiscate my personally owned device(s) if they believe I am breaching any of the conditions of the acceptable use agreement, and the device will be securely held at the office to be collected at the end of the day (by a parent in the case of repeated or serious breaches)
- The college is not responsible for any damage, theft or loss to my personally owned device(s), unless it occurs when the device is being held for collection due to breach of these conditions in accordance with the above clause
- The college and its staff are not responsible for any damage caused either in the class room or when the device is in the helpdesk. I will follow instructions of helpdesk staff in regards to BYOD device(s) configuration
- I will not charge my personally owned device at school; I will bring it fully charged each day.
- I will not intentionally damage network systems or services, as it will result in an account suspension for a period of time deemed by the student coordinator depending on the severity.
- A record of ALL devices, along with student details will be kept. This will include student's name and form, device serial number, and the mac address.
- I understand that helpdesk staff will require access to my personal device during the initial connection setup process, and I should change my device password following the setup.
- If I have installed any DEECD-licenced software, such as Microsoft Office or anti-virus, I will bring my device to the helpdesk before leaving the College or moving to another school, for removal of the licenced software.
- If I choose to purchase a device from one of the college recommended suppliers the college is in no way responsible for the purchase of said device or ongoing hardware or software support outside of the BYOD service level agreement
- I agree to have the college nominated antivirus solution installed on my device(s) if deemed necessary.

I accept the ICT Systems Acceptable Use terms and conditions set by the Victorian Department of Education and Early Childhood Development as outlined at www.education.vic.gov.au/aup

I understand that some personal information such as name, college email address and content I create may be stored offsite in cloud systems as part of using subscribed educational services. I should contact the college to obtain details if I have any concerns.

Providing a safe environment

As with all online activities, use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to Parent information on the Australian Government's Stay Smart Online website: <https://www.esafety.gov.au/>

Student responsibilities

When using all digital technologies, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are consequences established within the college handbook if I do not behave appropriately.

For further information about our Office 365 system please visit our website

<http://www.milsen.vic.edu.au/pages/information/office365>

If this document is not signed, the student will not receive a username and password.

Parent/Guardian Name:	Signature:
Student Name:	Signature:
Date:	