STUDENT ACCEPTABLE USER AGREEMENT FORM

RE: digital devices (e.g. laptops, mobile phones, iPads etc.) and services
– including cybersafety expectations.
To be read in conjunction with Catholic Education SA's (CESA) policies on ICT https://online.cesa.catholic.edu.au
and the College's policy on ICT https://www.cc.catholic.edu.au

POLICY STATEMENT

The use of digital devices and points of access to e-mail and Internet services at Caritas College is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and **must be used in a responsible manner**. This policy recognises that there are constant advances and changes in the use of technology (including for e.g. software, apps, information sharing, social media platforms, new devices etc and this list is not exhainustive).Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles:

- Students must behave in an ethical manner when using ANY digital device to access resources, communicate and interact with others

- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person

- It is **never acceptable** to use digital devices to harass, bully or humiliate others

This policy informs parents and students of our school's expectations when students are using the devices and services provided whether provided by the school or BYOD, and when using their personal equipment to communicate to or about members of the wider school community.

Students whose actions contradict this policy may be subject to further action and consequences. This may include the withdrawal of access to services, referral to SAPOL, internal consequences or suspension/expulsion.

Unacceptable material may be supplied to the SA Police or other relevant agency (for e.g. Family & Community Services etc) at the discretion of school or CESA personnel.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and CESA. BYOD may be taken (and then accessed with a parent or SAPOL present) where there is a reasonable belief that:

- there has been or may be a breach of the school rules or policy;
- there may be a threat of harm to a student or others or system security.

When requested students will cooperate with the school in providing access to the BYOD.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance**.**

STUDENTS USING SCHOOL OWNED TECHNOLOGY

Students and their families who use a school owned device have the following responsibilities:

- to care for the laptop / device to the best of their ability;
- to keep the laptop / device secure and protect it from any malicious damage;
- **to replace or repair any damaged, lost or stolen laptop / device at their own cost**.
- Please Note: all repairs and replacement parts when required must be logged with the School ICT team and carried out by the licensed vendor only.

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as **'Cyberbullying'** (See No 3 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. *When using school and personal devices and services* **students will***:*

- ensure that they access the Internet only within the school proxy and filtering system provided;
- ensure that communication through Internet and email services is related to learning;
- keep passwords confidential, current and private;
- log off at the end of each session to ensure that nobody else can use their account;
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable;
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private;
- use appropriate privacy controls for all internet and app based activities. i.e. location settings;
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. *When using the school services or personal mobile phones (or similar personal equipment)* **students will not, and will not attempt to:**

- disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites;
- disable systems such as, but not limited to, desktop images or screensavers;
- allow others to use their personal accounts;
- deliberately use the digital identity of another person to send messages to others or for any other purposes;
- enter 'social networking' internet sites without the permission of a teacher;
- intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
- damage or disable computers, computer systems or networks or distribute damaging files or viruses;
- disclose personal information about another person (including name, address, photos, phone numbers);
- distribute or use information which is copyrighted without proper permission;
- take photos or video of members of the school community without their consent.

3. *When using ICT to communicate or publish digital content students will* **never** *include:*

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- threatening, bullying or harassing material or make unreasonable demands;
- sexually explicit or sexually suggestive material or correspondence;
- false or defamatory information about a person or organisation;
- the school name or crest without the written permission of the Principal.

Please return this page to your home class teacher

STUDENT AGREEMENT *(please insert full name in space provided)*

I, _____, Year Level _____ have read and discussed this policy with my parent / carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school. I also understand that even though my phone, laptop, or device, may belong to me, that it may be confiscated pending further investigation.

Signed: _____ Date:_____
(Students Years 3-12)

PARENT AGREEMENT *(please insert full name in space provided)*
I/we, _____, have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy may incur consequences and that we may be responsible for replacing or repairing a school issued laptop / device that may be damaged, lost or stolen or a device belonging to another student or staff member. I also understand, as stated on page 1, that my child's device may be confiscated pending further investigation.

Signed: _____ Date:_____
(Parent/s or Caregiver/s)

PARENT PERMISSION TO PARTICIPATE IN E-LEARNING ACROSS ALL CURRICULUM AREAS INCLUDING THE ICT GENERAL CAPABILITIES IN THE AUSTRALIAN CURRICULUM:

At times during the year, teachers may be required to have students explore Web 2.0 tools (i.e. group based learning tools such as Edmodo). This is formally part of the Australian Curriculum. When such time arrives, students/parents will be given separate and new consent forms outlining the purpose for the use of these tools and parameters for their use.

As Parent/s / Caregiver/s I/we give permission for my child to:

- Access the Internet for information relating to class work
- To publish work created by students, credited by students' first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers

Signed: _____ Date: _____
(Parent/s or Caregiver/s)