

## **Student Acceptable Use of Use of Digital Devices, Applications and Networks**

To have access to digital devices, applications and networks at \_\_\_\_\_ (school name) I will follow these agreed practices for the safety and privacy of myself and others:

### **I will:**

- Treat the school's digital devices, applications and networks with care. I will use them responsibly for educational purposes and as instructed by my teacher(s).
- Use my CECG username and password to access CECG digital devices, applications and networks.
- Seek guidance from a teacher if I am unsure whether online behaviour is appropriate. If I find inappropriate material or malware on school devices, applications or networks I will turn off the device and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell a teacher if I receive or find a message or material that I think is inappropriate, or might be a breach of the Acceptable Use Agreement or a student's confidentiality or privacy.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

### **I will not:**

- Attempt to bypass security or access banned sites or material while at school or on school events, or while using the school network from any location.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Photograph or record video or sound of teachers or other students without the permission of a teacher and the permission of each person being photographed or recorded.
- Post or send images, videos or information about teachers or students without the permission of all the people the information is about, or who are pictured.
- Post or forward information, images or videos that:
  - claim to represent the school without permission from the principal (e.g. images of me in school uniform),
  - contain inappropriate or hurtful material about members of the school community,
  - might bring the school into disrepute, or
  - could be used to identify me, my family, or members of the school community without permission (e.g. names, passwords, phone numbers or addresses).
- Join or post on sites that are hateful, racist, obscene, hurtful or contain inappropriate material.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Waste materials through excessive printing or downloading.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- Communicate with my teachers using personal social media or invite teachers to join my personal networks.

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### Breaking the Student Agreement

If a student breaks the Student Agreement, a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the CECG [Behavioural Support Policy](#).

Student's signature (Year 3 and above) \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Acknowledgement

I give permission for my child \_\_\_\_\_ (name) in \_\_\_\_\_ (year level) to use digital devices, applications and networks and I:

- have read this Student Agreement and accompanying [Student Acceptable Use Policy](#).
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Policy.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to my child's use of the School's student email system and education applications such as Google Apps for Education, and that consequently some data including students' email account details may be transferred, securely stored and processed outside of Australia. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Complete all fields and signatures before saving. Saving the document after signing electronically will lock the document.***

**Please return this form to school as soon as possible.**

**Your child will be unable to use the school's network or the Internet until this form is returned.**

**Thank you**