

Student Acceptable Use of Information and Communications Technology

To have access to school digital devices, applications and networks I will follow these agreed practices for the safety and privacy of myself and others.

What I will do:

- Treat the school's digital devices, applications and networks with care. I will use them responsibly for educational purposes and as instructed by my teachers
- Use my username and password to access school devices, applications and networks
- Seek guidance from a teacher if I am unsure whether online behaviour is appropriate
- Tell a teacher immediately if I find material or malware on school devices, applications or networks that I think is inappropriate, or might breach the Acceptable Use Agreement or a student's privacy
- Publish work and send emails using language I know is acceptable in my school
- 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

What I will not do:

Security

- Attempt to bypass security or access banned sites or material while using school devices, applications or networks
- Download or install any software or store files on my school's computer facilities without the permission of a teacher

Privacy and Respect

- Photograph, record, or post video or sound of teachers or other students without the permission of a teacher and of each person photographed or recorded
- 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
 - 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 sites or post material that are hateful, racist, obscene, hurtful or contain inappropriate material.
- Pretend to be another person when communicating on the Internet.

Integrity

- Break copyright law by copying and/or using another person's work
- Present AI-generated work as my own without notifying teachers

Social media

- Access a social media site on any device at school without the permission of a teacher
- Invite teachers to join or message teachers on my personal social media networks

Personal Digital Devices

- Use a Personal Digital Device at School unless I have completed the [Personal Digital Device Agreement](#) and received permission from my parents and the school

Breaking the Student Agreement

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

- Withdrawing individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate
- Notify parents
- Guidance from the 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)

Student Name:

Date:

Parent/Guardian Acknowledgement

I give permission for my child _____ 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 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:

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