



SACC Student Information and Communications Technology (ICT) Responsible Use Agreement 2016

St Aloysius Catholic College network services and hardware are for College business and educational purposes. All parties therefore have a responsibility to use these resources in an appropriate, professional and lawful manner. In order to minimise potential risks to you, other students, student families, staff and the College, the following commitments are made and will be implemented.

Our commitment to you:

In exercising our duty of care to protect the privacy, safety and reputation of staff and students, St Aloysius Catholic College will:

- Protect the personal information it holds from misuse and unauthorised access.
- Not publish student photographs or otherwise carry school photographs outside of the College premises without parental approval.
- Monitor all students' use of College network services and hardware resources. Monitoring will include tracking the websites, online services and documents accessed by students.
- Exercise its right to spot check all College and privately owned ICT devices (e.g. laptops, iPods, iPads, tablet devices, mobile phones) for inappropriate or unacceptable activity and content.
- Block student access to certain websites as it considers appropriate.
- Not be responsible for controlling the installation of apps and content on a privately owned ICT device, other than to enforce this agreement. It is the parents/guardians responsibility, in the first instance, to ensure their child acts according to their parents/guardians standards.
- Exercise its right to remove the privilege to use a private ICT device while on school premises and/or have access to the school network and internet.

Your commitment to St Aloysius Catholic College:

- I understand that SACC network services, including access to the internet, are for educational use only. If I am in doubt I will ask my teacher. I agree not to use these services for non-educational activities including voice, chat, gaming, peer to peer, torrent, video and text services.
- I agree that the College will monitor my use of SACC network services (including the internet) and hardware, during school hours and outside of those hours.
- I agree to give SACC staff access to my privately owned ICT device for spot checks when required to check for inappropriate activity and content.
- I will exercise responsible, cyber safe behavior at all times, including out of school hours. I will treat others with respect and will not act in an intimidatory, discriminatory or otherwise unsafe manner. I understand that online bullying will not be tolerated at any time. I understand that witnessing bullying and not reporting it encourages bullying and that I must therefore report it to a teacher.
- I understand that I can be liable for what I say in an email or on the intranet or internet and will not use email, the internet or intranet to injure the reputation of another person or the College.
- I will not use the network in such a way that copyright, security or privacy legislation is breached. This includes the illegitimate use of audio and video files and computer software. If in doubt, I will ask my teacher or the SACC ICT department.
- I will not access, publish, store or circulate any objectionable, racist, violent or offensive material or sites on the internet, the intranet or on any device, College or privately owned. Should any objectionable material appear while accessing the internet, or any device, I will close it immediately and report it to a teacher.
- I understand that some games, video and other content are restricted to adults only (R18+ and X18+) by the Australian Classification Board (classification.gov.au). I agree not to have any such content on my device on College premises. I also agree not to view, use or share access to any other content that is classified as M or MA15+ with any other student while on College premises.
- I will only use ICT devices (including smart phones and tablets) as directed by my teacher or SACC staff. While on school premises I will only access the internet via the College network. I will not use a VPN or app to in any way circumvent the College internet filtering system. I will not use a private 3/4G connection unless permitted by my teacher for a specific task.
- I agree to protect my device with a logon password and will never leave it unattended so that another person can use it to access the internet or any online service.
- I will not use, reconfigure or rearrange SACC ICT resources without permission.
- I will not have any food or drink near school owned or privately owned ICT devices.
- I will not disclose home addresses, phone numbers or personal details of myself, or anyone else, via any Internet service or device.
- I will not take photographs, videos or audio recordings of anyone without their express permission and will not share or publish them without permission.

- I will not use anyone else’s password or user-names and will not attempt to access any part of the SACC network and services that I do not have a legitimate right to. This includes using any service (email, social network or other) belonging to another person without their consent.
- I will handle and use all ICT devices, whether school owned or privately owned (including those owned by someone else), with care at all times recognising that these devices are valuable and costly to replace. I agree to pay for or replace anything I damage or lose through a malicious act or willful lack of care.
- I will immediately report any damage to or need for maintenance of SACC owned ICT devices to a teacher or to the SACC ICT department.
- I will not install or load any CDs, discs, software, programs or apps on any SACC ICT hardware device unless given express permission to do so by the SACC ICT Department. This includes SACC owned tablets.
- I will not introduce or spread computer viruses, trojans, spyware or any other malware onto SACC ICT services and devices (including other student’s private devices) or in any way seek to disrupt or harm the SACC network and services. To this end I agree to have up to date anti-virus software installed on my devices (except Apple Mac devices); to keep my operating system and software up to date and to keep critical applications like Adobe Flash and Oracle Java up to date. I will not “jailbreak” or otherwise intentionally break the integrity of my device’s operating system and/or firmware. If I suspect that my device has been infected, or otherwise compromised, I will immediately disconnect it from the SACC network and contact the ICT department.
- I understand that the use of privately owned ICT devices, including mobile phones, are entirely at my/the owners risk and that SACC takes no responsibility for any damage or loss.
- I agree that I am responsible for making sure that my device, whether school owned or privately owned, is ready for use each day, including being fully charged and with enough usable data storage.
- I agree that mobile phones are an ICT device and that their use is controlled within the bounds of this agreement and the SACC Mobile Phone Policy, or as directed by my teacher.
- I understand that violating this agreement can result in losing my ICT privileges for a period of time and may lead to further repercussions as deemed necessary.
- I agree to report any violation of this agreement that I witness to a SACC staff member.

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By signing this agreement, I state that I understand and agree with the **SACC Student Information and Communications Technology (ICT) Responsible Use Agreement 2016**. I accept that if I break this agreement I may be disciplined, including losing the privilege of using these services and devices.

Student Name (Print): _____ Signed: _____

Date: _____

I understand the implications of the College ICT agreement and support the school policy in regard to it.

Parent Signature(s): _____

Name (Print): _____ Date: _____