STUDENT ACCEPTABLE USE AGREEMENT FORM

(RE: electronic devices (e.g. laptops, mobile phones etc) and services – including cybersafety expectations)

POLICY STATEMENT

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible. However, acceptable use is guided by the following principles;

- Students must behave in an ethical manner when using electronic devices to access resources, communicate and interact with other.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use electronic devices to harass, bully or humiliate others.

This Policy is intended to inform parents and students of our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy, this may include the withdrawal of access to services, and if necessary offending material may be supplied to the police.

The school reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed 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.

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

STUDENTS ISSUED WITH SCHOOL OWNED COMPUTERS or DEVICES

Students and their families who receive a laptop computer or device through the school have the following responsibilities:

- To care for the laptop to the best of their ability
- To keep the laptop secure and protect it from any malicious damage.
- To bring the laptop to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **To replace or repair any damaged, lost or stolen laptop at their own cost**
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school

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.

1. When using school devices and services **students will**:
   - 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 on social networking sites.
   - 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**

   - disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
   - allow others to use their personal accounts.
   - deliberately use the electronic identity of another person to send messages to others or for any other purposes.
   - enter 'chat' or '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 text or images 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.

PARENT AGREEMENT

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 electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that may be damages, lost or stolen.

Signed_____Date_____
                                              (Parent/s or Caregiver/s)

STUDENT AGREEMENT

I 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.

Signed_____Date_____

       (Student— not required for children under 10 years of age)

PARENT PERMISSION TO PARTICIPATE IN ELEARNING ACROSS ALL CURRICULUM AREAS:

Teachers may incorporate the use of online web 2.0 tools and sites during the course of supervised learning activity. Parents are requested to give permission for students to register for these sites by completing the form below. Details of the CEO policy on the use of Web 2.0 sites and learning communities can be found in the CEO Policy *Staff use of Social Media in Sydney Catholic Schools.*

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.

☐ Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes.

Please note that the students will access the internet using a username and password. Please indicate your permission by ticking the appropriate boxes above. The preferred option would be for all boxes to be ticked so that students are able to make optimum use of the technology and actively participate in all lessons.

Signed_____Date_____
                    (Parent/s or Caregiver/s)