

Information and Communication Technology (ICT) Student Acceptable Use Agreement

Any questions should be addressed to the School and clarification obtained before this agreement is signed.

Introduction

The use of any electronic service and device is a privilege, not a right. As a student of our School, you are privileged to have access to wide-ranging technology facilities within the School.

This document addresses the use of technological devices within our school including school issued iPad, chromebooks or other such devices the internet and students own electronic devices.

The School encourages you to make full use of the resources that are available to you, and to take every advantage of the opportunities that access to computers and the Internet provides. Any activities that impact adversely on users inside or outside the School, or that adversely affect the School's reputation, will be considered a serious breach of the School's rules.

The School's staff will monitor student use of the School's Internet and network to ensure that they are not using the School's resources for inappropriate or non-school related activities, and to enable the Principal to be satisfied that the School is meeting its obligations to students, and to their parents, to provide appropriate supervision. The staff will also maintain an extensive record of which students have used a particular computer/device.

The School makes no guarantee of any kind, whether expressed or implied, for the network service it is providing. The School will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the School or a third party or by the user's errors or omissions.

The School acknowledges that there is some material on the Internet which is inappropriate for the students of this School. We recognise that we have a duty of care to promote the suitable use of our Internet facilities by the students. However, neither the information, nor the content of such information on the Internet, can be controlled by the School. Further, it is technically impossible to simultaneously grant access to Internet resources while completely blocking inappropriate or controversial material.

In order to ensure that students use the Internet in a safe and responsible manner and to ensure that there is continued availability and equity of access to the School's ICT facilities, all students need to agree to and adhere to the following:

Expectations

1. Do not eat or drink in the vicinity of any ICT equipment.
2. Do not enter an open learning space until a staff member is present.
3. Do not disconnect or dismantle computer equipment or attempt to connect or assemble computer equipment.
4. When using School devices you must confine your activities to using programs, data and equipment that your teacher has authorised you to use.
5. Stealing computer equipment, peripherals and software will be deemed to be a serious incident resulting in a student's position in the School being reviewed and Police being notified.
6. If you try to access the School's data system including student records, you are likely to be expelled and possibly reported to the police.
7. You must not use a computer that belongs to any staff member without permission.
8. Your personal folder is for storing work that is relevant to courses currently being studied.
9. To help save paper, you will only print material that is absolutely essential.
10. Do not attempt to disrupt the school's network in any way other than normal school work.

Responsibilities

Students are expected to use the Internet, School issued iPad and own devices in a responsible manner. Specifically, students will:

1. Respect the rights and privacy of others.
2. Not access or send information that may be considered offensive, inappropriate or anti-social in our School environment such as profanity in messages to other students, hurtful comments, pornography, photographs of others. The School's permission has not been given for photographs to be changed or altered in any way to make fun of others.
3. Use all modes of electronic communication with integrity by being honest, sensitive to others and reliable in what you communicate. Nothing that is sent through or posted on the Internet can be guaranteed to be private and can be traced, printed off and given to the School or to the police.
4. Not be involved in harassment when using the Internet or other communication devices such as mobile phones at School, home or any other location. Harassment involves physical, verbal or psychological behaviour which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. Harassment using IT devices includes, but is not limited to, the sending of unwarranted messages or messages that are derogatory, defaming or hurtful via e-mails, text messages, posting comments on blogs, on social networking sites, in chat rooms or on other websites, SMS, MMS messages, photographs, video footage, sound recordings and other approved and non-approved modes of electronic communication.
5. Print off offending material if you experience harassment and give it to a member of staff if the incident occurs at School or to your parents if the incident occurs out of School. After discussion with your parents, the incident should be reported to a teacher, if the harassment involves other students, teachers or members of the School community. The matter could also be referred to the police.
6. Not make comments on the Internet or send comments via any electronic communication device that could hurt the reputation of the School. The consequences for students who harass others, make derogatory, defaming or hurtful comments or who bring the School's reputation or the reputation of others into disrepute using the Internet can range from counseling, loss of training and match privileges or Suspension to Expulsion from the School.
7. Not use the School's Internet network for chatting or social networking under any circumstances without the consent of a teacher for School related purposes.
8. Not reveal personal details such as PIN numbers, address, passwords, date of birth and account details.
9. Ensure that the information that is gathered from the Internet for use in School assignments comes from a reliable source, as information published on the Internet may be inaccurate.
10. Not plagiarise or violate copyright law in any fashion.
11. Not impersonate others when using the Internet.
12. Not log on using someone else's account.
13. Notify a teacher if you believe that you have identified a security problem or any other problem with the School's network.
14. Use social networking sites in a responsible and cyber safe manner by not revealing personal details, by restricting access to your social networking pages to people whom you know and can trust and by not posting offensive or harassing information on the sites.
15. Act responsibly regarding the taking of photographs and videos, the sending of these using electronic devices and the posting of them on the Internet. It is expected that students will:
 - a. Not take photographs or videos at School or School related functions, tours or activities without the permission of a teacher.
 - b. Not distribute or post photographs, graphical images or videos of students, teachers or their relatives on the Internet without the permission of the particular student, teacher or relative of the student or teacher. The consequences for students who take unauthorised photographs or who post unauthorised photographs on the Internet could include counselling, loss of training and match privileges, suspension or expulsion from the School.

Consequences

Failure to abide by the above expectations and responsibilities may result in a consequence ranging from:

Reprimand and Explanation	For minor offences where it is likely that the student did not fully understand the expectations or their responsibilities.
Parents contacted	For minor offences that do not result in harm to equipment or inconvenience to others.
Breach of Technology Agreement Letter	For repeating minor offences or for offences that caused or could potentially have caused minor damage to equipment or inconvenience to others.
Suspension	For major offences such as harassment of others, bullying, stealing of items of low value (e.g. electric cord), maliciously causing harm to equipment or others, repeating of minor or major offences.
Expulsion	For major offences such as significant harassment of others, bullying, stealing of items of significant value (e.g. mobile phone), maliciously causing harm to equipment or others, repeating of minor or major offences.
Referral to the Police	For serious matters such as bullying, defamation, being a public nuisance (e.g. disrupting the schools network) the matter may be referred to the police. Please note the school will use its own discretion to decide which matters may be referred to the police.

Accessing data that does not belong to you

Students who try to access data that does not belong to them and which is stored on the School's network are committing a criminal offence and it is likely that students who attempt to access the School's data system will be expelled and reported to the police. It is important to note that it is a criminal offence to:

- a. Use the Internet to obtain access to data that is the property of others, without permission.
- b. To use the Internet to cause damage, delete, alter or insert data into records belonging to others without permission.

Guidelines for Ethical and Responsible Use of Technology: Being a Good Digital Citizen

The following guidelines have been prepared to help you develop as a good digital citizen and understand your responsibilities when using technologies at International Football School.

Online Behaviour

- Behave online the same way you would offline or in person: treat everyone fairly and with common courtesy.
- Beware of giving out too much information about yourself or others online. Don't give out your username and password to anyone else, and regularly change your password.
- Avoid posting personal information such as home phone numbers, addresses, school year levels and other identifying information about yourself or other school community members;
- When communicating with people you have not met in the physical world, use non-provocative, ambiguous pseudonyms like "CricketEnthusiast", or "HomerSimpson195". Avoid names like "ifsboy" which indicate that you are likely to be young and may give away your school.
- Take care never to leave your device unattended while you are logged in.

Be cautious with any site or person asking you to sign up for commercial agreements or financial transactions. Always check with a responsible adult before agreeing to purchase things online.

- Take care with the language you use online so that any messages you send do not offend, hurt or mislead the recipient or anyone else who reads it.
- Be aware of the International Football School Anti-bullying Policy and Cyber Safety Policy which promotes everyone's right to a safe and caring environment. Understand that cyber bullying or bullying is unacceptable in any form.
- Remember that laws exist to protect people from receiving material which may be objectionable. This includes emails, chat, social sites and mobile devices.
- Remember, photos, videos, recordings and text that you put online in any way remain online, possibly forever. You have only limited control over what happens to media once it is online.
- Take the following actions if you have been harassed or bullied online:
 - *Do not respond or reply*
 - *Save a record of the communication as evidence.*
 - *Tell a trusted adult (parent, teacher, etc.) as soon as possible.*
- Be careful of websites which require you to submit your email address. Providing your email address on a commercial site puts you at risk of receiving a large volume of unsolicited email (SPAM) which may be offensive. SPAM can also render your email account inoperable.

If you come across offensive material on a website, exit the site and inform your teacher or another adult.

You should not ever bypass the School's network security to access sites which have been blocked.

Use of Email

- Personal exchanges are best handled in person. Avoid saying anything in an e-mail that you would not say in person.
- All electronic communication between staff and students should be via your School email account.
- When a user sends e-mail, he/she is acting as an ambassador of the school. Correspondence should always be courteous and appropriate.
- Correspondence via email is not private. All email is available to the system administrators when the school deems it necessary to investigate inappropriate behaviour. All email sent via your school email account is the property of the School, and cannot be regarded as the private property of the individual who created it.

- Anonymous e-mail is prohibited, as is sending or receiving e-mail using someone else's name/email account.
- Users must not use their computer to create, save or send messages that contain offensive language, graphics, pictures, or attached graphics files or messages that are sexist, racist, or otherwise prejudicial or inflammatory. Whenever a member of the School community is involved, sending such an email, or communicating such information using the Internet (whether from inside school or beyond it) is considered a breach of the School's Technology Acceptable Use Agreement.
- Check your email regularly and delete unwanted messages from your Inbox. You also need to regularly open your Sent Items and Deleted Items folders and delete all unwanted messages. Email accounts are limited in size – to transfer large files (greater than 10mb), use a USB drive or online file sharing service such as Dropbox.
- Always include a subject heading and use appropriate language.
- Users must not send or forward bulk or global e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- You should be aware that sending an email automatically transmits your email address to the recipient.

Social Networking Sites and Chat/ Instant Messaging / SMS

- Follow the online behaviour guidelines if you come across offensive material or behaviour.
- Make sure you know how to block unwanted messages and chat users.
- Protect your privacy and that of your friends and family by not giving out personal information.
- Check the information in your profile to make sure your personal details are not available to strangers.
- Remember that material posted online or sent by SMS may have a life of its own, and be used by others in ways you did not predict or allow.
- Learn how to make blogs or profiles restricted in access to only your friends, and how to block messages or users. You should always set your social networking sites to private but be aware that it is very easy to copy or distribute any online material.
- Be careful when exchanging or downloading files: they can sometimes have viruses.

You should be careful about adding people to your 'friends' or 'contacts' or 'buddy' list who you don't really know.

RESPONSIBLE USE OF MOBILE PHONES AT OUR SCHOOL

While we acknowledge that mobile phones are a part of contemporary society and there are times when it is useful for students to have the means to contact parents about before and after school arrangements, it is imperative that mobile phones are not used in a manner which disrupts learning, invades people's privacy or as a tool for harassment.

□The following rules apply to the use of mobile phones by International football/Tennis School students:

- They are not to be used during the school day and, if brought to school, must be switched off and stored in the student's bag or locker.
- Parents wishing to contact their child must phone the school on 4302 9000 and our administration staff will make contact with the student.
- Students needing to phone parents during the school day must do so via the Front Office.
- Students who are feeling unwell must report to Sick Bay and the administration staff will contact parents if necessary. Students must not contact parents direct and make arrangements to leave the school without the direct knowledge of the school staff.
- In tests and examinations, students must ensure that mobile phones are turned off and secured in their bags. In Higher School Certificate examinations, mobile phones are not permitted in the examination room.
- Students who bring mobile phones to school do so at their own risk. The school takes no responsibility for the security of mobile phones or other valuable items brought to school. Students and parents should recognise that mobile phones are a target for theft and should ensure that they are adequately insured as personal property. Students are responsible for the safe keeping of personal items brought to

school and the school's recommendation is that only items actually needed at school are brought to school each day.

- Students must not take photos or videos or recordings of other students or staff. They must not contact staff by phone unless given specific permission to do so on a particular occasion, e.g. on an overnight field trip where phone contact is required. Breaches of these rules are not only a serious matter under the school's discipline code, but could also breach legislation such as the Children and Young Persons Care and Protection Act, Privacy Act and Occupational Health and Safety Act.
- If a mobile phone interrupts a lesson, it will be immediately confiscated. Staff will return the phone at the end of the school day and make parent contact. For repeated offences the phone may need to be collected by the student's parent or care-giver. In some cases, the staff may refer the matter to the Head of House or Principal for action;

Technology can be a great enhancement to learning and to modern life. It must be treated with respect and not misused. Students are expected to be responsible users of all forms of technology, including mobile phones and their accessories.

Electronic Communication Within the School

Students are not to use electronic communication within the school using devices not supplied by the school. This includes the setting up of ad hoc networks, the use of Bluetooth or infra red to transfer media between devices and the telephoning and text messaging of other students. The exception to this is the sharing of educational resources with the permission of a staff member. Students are not permitted to contact a staff member directly by telephone, email or other electronic means unless prior explicit permission has been given. This contact can only relate to the school's educational programs.

Security of Portable Electronic Devices

The owner of the device is responsible for the security of the device and the school accepts no responsibility for the loss / damage of such devices. Students are reminded that portable electronic devices are a target for theft.

Sanctions for Improper Use

If a teacher believes that a device is being used in a manner contrary to this policy, then the teacher may confiscate the device. Disciplinary action will be considered.

The device may be returned at the end of the school day or the next day. This would be at the discretion of the staff member, considering the particular situation. For repeated improper use or more serious transgressions, the device may be held for a longer period pending other investigations or sanctions. Where criminal activity is suspected, the police will be contacted.

Capturing Pictures or Sound

Students are not to photograph students or staff or record their voice or actions. This includes the use of mobile phones and other devices that have this capacity. This is a serious matter that has legal implications. Mobile phones and cameras are never to be removed from bags or pockets in change rooms. They are to remain hidden at all times in the interests of privacy. Mobile phones are to be switched off during school hours (from 8AM - 4PM).

Students may only use school cameras to record images and sound as part of their course work or other approved school activities that may include excursions, sporting events and with the specific approval of and under the direct supervision of the staff. It is illegal to record or photograph staff/students/personnel without their specific permission.

Use of the School Issued iPad/Chromebook

Our School provides students with a school owned iPad/Chromebook on the expectation that they will make good decisions with regard to their personal use of technology.

ALL Students must sign and hand in an iPad/Chromebook User Agreement/Technology Agreement **before** the iPad/Chromebook will be issued. Students and parents/carers must carefully read this agreement prior to signing it.

Primary Students and Parents will also sign an iPad/Chromebook User Agreement under the understanding that iPads/Chromebooks used by the Primary Students do not leave School grounds. Primary Students are expected to abide by this agreement.

1. Purpose

- b. The device provided is to be used as a tool to assist student learning both at school and at home.
- c. The device will be an invaluable research and communication tool for students.

2. Equipment

2.1 Ownership

- a. The student must bring the device fully charged to School every day. Chargers are to be left at home. *
- b. The device is on loan and as such, the School retains ownership of the iPad at all times.
- c. The device must be stored in a cover/case purchased by the student
- d. The device must be brought to each Academic session and stored safely during training, recess, lunch and after school.
- e. The device must return to the student's home at the end of each day (that is, it cannot be left at school overnight unless secured in the student's locker). *
- f. All material on the device is subject to review by School staff. If there is a police request, International Football School will provide access to the device and personal network holdings associated with the use of the device.
- g. Upon exit by way of terminating enrolment voluntarily or by way of expulsion the device and original charger must be returned to the school. *
- h. Students return the device and charger at the completion of Year 12.

2.2 Damages or loss of equipment

- a. All iPads and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- b. Any problems, vandalism, damage, loss or theft of the iPad/Chromebook must be reported immediately to the School.
- c. In the case of suspected theft, a police report must be made by the family and an event number provided to the School.
- d. iPads/Chromebooks that are damaged or lost by neglect, abuse or malicious act, WILL require reimbursement to the School. The Principal will determine whether or not the student retains access to the iPad/Chromebook for home use.
- e. Students will be required to replace lost or damaged chargers/covers.

2.3 2.3 Substitution of equipment

- a. When the School replaces the iPad/Chromebook, it is replaced with one of similar age.

3. Standards for iPad/Chromebook care

The student is responsible for:

- a. Taking care of iPads/Chromebooks in accordance with School guidelines.
- b. Adhering to the School's Information and Communication Technology Student Acceptable Use Agreement.
- c. Backing up all data securely.
- d. Students must be aware that the contents of the iPad/Chromebook will be deleted and the storage media formatted in the course of repairs at the end of the year.
- e. Student devices will be handed in at the end of each school year and a similar device will be disturbed at the start of the subsequent school year i.e. the devices will be stored at school over the Dec/Jan holiday period.

* Students in Years 3 – 6 are exempt from these terms highlighted by *

Student and Parent Technology Agreement Form

PLEASE SIGN ELECTRONICALLY

Student name: _____

Parent/Carer name: _____

Parent/Carer email address: _____

Students and parents/carers must carefully read ICT Student Acceptable Use Agreement prior to signing this form a copy of which can be accessed from the school's website under Parent Resources. Any questions should be addressed to the School via the Principal clarification obtained before the agreement is signed.

Student Agreement

- The School Network services exist to support the curriculum and educational needs of the School community. I will only use this service for curriculum related purposes unless I have been given permission by School staff to do otherwise.
- The School neither permits, nor allows, access to inappropriate sites and material. I will not use the School's Internet to access unacceptable material of any kind.
- I will not break copyright law by copying and/or using another's work; and I will not use another person's work without correctly acknowledging the source.
- I will not knowingly or recklessly:
 - Use the Internet to menace or harass another person; or
 - Use the Internet in such a way that would be offensive to others.
 - Take photographs, video footage, sound clip of students or staff without their permission
- In consideration of others, I will use the Network services and resources efficiently.
- I understand that the School reserves the right to confiscate and to review the contents of any ICT device (such as electronic tablets or notebooks, personal mobile phones, iPads, iPods, MP3 players, computers, USB or other electronic personal devices), suspected of being used inappropriately at School or School events. The School will keep confiscated devices for the duration of any subsequent investigation.
- I agree to give access to the confiscated devices by inputting my password into the device in the presence of a member of the School staff.

I have read the guidelines and expectations set down in the School Information and Communication Technology Acceptable Agreement. I agree to abide by the expectations as outlined in this Agreement and to use the Internet within the School and outside of School in a responsible manner as stated in this Agreement.

I understand that violation of this Agreement will be treated as a serious offence and may result in the consequences as outlined above.

I understand that this Document works in conjunction with Bring Your Own Devices User Charter for Students in Years 7 -12 and Cyber Bullying Policy and the School's Behaviour Management Guidelines.

I have read and understand my responsibilities regarding the use of the iPad, School resources and the internet.

In signing below, I acknowledge that I understand and agree to the use of the iPad. I understand that failure to comply with the ICT Student Acceptable Use Agreement could result in recall of the iPad/Chromebook and/or loss of access for home use.

Signature of student: _____

date: / /

Agreement by Parent or Guardian

I have read the ICT Student Acceptable Use Agreement and give permission for my son/daughter to access the network, at the School under the conditions stipulated.

I understand that the school will also monitor the use of personal devices brought to school by my child.

I understand that, even though student use of the Internet is monitored, it is not possible for the School to continuously monitor and restrict access to all controversial materials. I therefore will not hold the staff, the Principal or the School responsible for the accuracy or nature of material acquired by my son/daughter from the Internet.

I give permission for my son /daughter to undertake the loan of an iPad/Chromebook if my child is in the High school and use of one of the School's iPad/Chromebook if my child is in the Primary School under the conditions stipulated.

Signature of Parent/Carer: _____

date: / /

Date of Next Review: January 2018 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
1.0	October 2014	L. Roberts	Original Document
1.1	February 2017	P. Chapman	Updates to reflect new devices e.g. Chromebooks