

## Thebarton Senior College - ICT Acceptable Use Agreement Form

### ICT USE POLICY

Thebarton Senior College is committed to providing you with the latest technologies to assist you with your learning. We provide the following services:

**Access** to computers/laptops, software, services and the Internet is provided for all students for work that is directly **related to your College studies**. You can work independently on laptops in the Library during free lessons, break times and the end of the day.

**Student owned devices including mobile phones** can be used at the College for use in your studies. It can be connected to the College Wi-Fi network and you can access the internet. It is recommended that your device has up to date antivirus software installed and it should be fully charged when you bring it to the College. NOTE: See the [student use of mobile phones policy](#) for more details.

**Internet** access is provided for a wide range of purposes linked to your College studies.

**Printing** credit is provided each semester, but if you need more you can purchase extra credit from the finance window.

**Privacy.** Each student is issued with a unique user-name and password. These ensure the privacy of the data you store under this user-name. You are responsible for all activities undertaken under that user-name so please protect and do not share this information.

**Misuse.** The consequences for misuse of the computing resources and internet are serious and may even result in having your enrolment cancelled.

***By logging into the College computer network, you are agreeing to the conditions taken from the Department for Education Policy and set out below:***

### ICT USE AGREEMENT

1. I will log on only with my own user-name. I will not allow anyone else to use my user-name.
2. I will keep my password private. My password should not be something other people can guess easily.
3. While at the College or on a College related activity, I will inform the teacher of any electronic material or activity I am aware of that might put me or anyone else at risk (eg of bullying or harassment or inappropriate content).
4. I will use the Internet, e-mail, mobile phones or ICT equipment only for positive learning purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke.
5. Students can use devices (personal or College owned) including but not limited to mobile phones, tablets, computers and laptops,
  - In a class, only when a teacher indicates that it is acceptable and it does not interfere with their learning or the learning of other students.
  - during private study in lesson time for positive learning purposes.
  - during lesson breaks for purposes other than learning provided they follow the ICT Acceptable Use Policy.
6. While at the College, I will:
  - only search for things online that I know are acceptable at the College. This would exclude anything that is rude, violent, racist or offensive or uses unacceptable language such as swearing.

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- report any attempt to get around or bypass security monitoring and filtering that is in place at the College.
7. If I accidentally access inappropriate material, I will:
    - not show others
    - turn off or hide the screen or minimise the window immediately
    - report the incident to a teacher immediately.
  8. I will not download or copy files such as music, videos, games or programs except with the express permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
  9. My privately owned ICT equipment/devices, such as a laptop, mobile phone, tablet or USB/portable drive that I bring to College or use for a College related activity, are also covered by this Use Agreement. Any images or material on such equipment/devices must be appropriate to the College environment.
  10. I will ask my teacher's advice before I put any personal information online. Personal identifying information includes any of the following:
    - full name
    - address
    - e-mail address
    - phone numbers
    - photos of me and/or people close to me.
  11. I will respect all College ICT and will treat the equipment and devices with care. This includes:
    - not intentionally disrupting the smooth running of any College ICT systems
    - not attempting to hack or gain unauthorised access to any system
    - following all College cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT.
    - reporting any breakages, theft or damage of any equipment to a staff member.
  12. The College monitors all traffic and material sent and received using the ICT network. Filtering and/or monitoring software restricts access to certain sites and data, including e-mail.
  13. The College monitors and audits all devices that access its computer network including internet access facilities, or may commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use including e-mail.
  14. I will not ask staff to become a friend on any social media site eg Facebook.
  15. If I use any online storage services including Learnlink Office 365, Moodle, Google Classroom and the College Portal filing services as part of my studies, I will not store sensitive or personal information in them.
  16. I agree, that in using the College on-line resources, I will not reproduce or transmit in any form or sell, loan or give to another person or institution the materials without written permission of the copyright owner.
  17. If I do not follow this agreement, the College may take disciplinary action against me. I may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the College to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of College hours.