**GLENORA DISTRICT SCHOOL**

**ICT Resources Acceptable Use Agreement 2023**

Glenora District School provides Information and Communication Technologies (ICT) resources for educational, communication and research purposes. ICT resources are used to enhance teaching and learning through: communicating with others; participating in online environments; publishing students’ work; developing research, ICT and digital technology skills.

The aim of the ***ICT Resources Acceptable Use*** ***Agreement*** is to protect students, staff and the school’s resources by clearly stating the safe and acceptable practices in line with the school’s legislative and professional responsibilities. The ***ICT Resources Acceptable Use*** ***Agreement*** includes information about student and family responsibilities and the nature of possible consequences associated with breaches that undermine the safety of the school’s staff, students and environment.

At Glenora District School, the safe use of ICT resources is guided by our core values: Be Lifelong Learners, Be Responsible, Be Safe, and Be Respectful. Before Students are allowed to use ICT resources at Glenora District School, it is essential that they read, understand and agree to the following rules for acceptable use of ICT.

**Definitions**

* *Information and Communication Technologies* (ICT) includes, but is not limited to, the use of computers, iPads, the school network, the internet, the student intranet, email and web services, digital/video cameras, printers, photocopiers, scanners and removable storage devices (CDs, DVDs, USBs, thumb drives, hard drives, Smart Media, Zip Disks). It also includes *personal devices* (iPad, laptop, phone) with data capability.
* *ICT Resources* refers to ICT and Student Owned Devices (as outlined in the *Mobile Phone Policy*) and in the event that the school endorses a *Bring Your Own Technology (BYOT) User Agreement*.
* *The Department* refers to the Department of Education, Tasmania.

**RULES FOR THE RESPONSIBLE USE OF ICT**

**Student General Use**

* I will follow our school values at all times and comply with State and Commonwealth laws.
* When I am using ICT, I will use my time effectively and do the task I have been requested to undertake.
* I will work co-operatively when I am using ICT.
* I will take care of the school’s hardware and software and store ICT resources in the designated areas.
* I will start and shut down the computers correctly and log-off online programs.
* I will keep my passwords private and not seek to access the passwords of others or use others’ logins.
* I will not access the folder / file sites belonging to staff and other students.
* I will only work on my own work and store it in my folder/file/removable storage devices.
* I will not use the school’s ICT resources or my own personal device for anything illegal or which would inconvenience other people, such as: printing too many or single-sided copies, downloading large files that slow the network, changing the settings on the computers, downloading applications or games, deleting iPad applications, opening emails that may contain a virus.
* I will not use the school’s resources or my own personal device to download, display, print, save or transmit material that others may find offensive (for example; violent, racist, pornographic or other distressing material); or for personal gain (advertising, gambling).
* I will check with my teacher before using a removable storage device as these may introduce a virus to the school ICT resources if not run through virus scanning software.
* Computer software must be used in accordance with licence agreements.

**Internet use**

* I will only access web sites that are relevant to the information I need.
* I will not open email attachments from unknown sources, for example those ending in .exe, .vbe, .vbs, .jse.
* If I see or hear anything on a web site or receive messages that I am unhappy with, I will click the Home button and tell my teacher immediately.
* When I use email, forum boards, blogs or supervised chat rooms the messages I send will be polite and sensible. I will not use coarse or threatening language.
* I will not give out any personal information about myself or others unless I have permission from a teacher. Personal information includes my:
  1. Full name
  2. Address
  3. Email address
  4. Phone numbers
  5. Photos of me or people close to me
  6. Identifiable information about members of my family.
* I know that the school may check my computer files and may monitor the Internet sites I visit.
* I will not copy (plagiarise) other peoples’ work into my work and call it my own. This includes pictures and information I find on the Internet and CD-ROMs as this is a serious breach of copyright and intellectual property. Any information used that has been created by another person needs to be referenced.
* I will not undertake cyber-bullying behaviour towards other students or others over the internet.
* I will not access or transmit on social media sites using the school’s ICT resources.

If I do not follow the ***ICT Resources Acceptable Use Agreement*** I may lose my right to use ICT resources at school, my school user account may be suspended and my family will be notified. In serious cases, the school may take disciplinary action against me and my family may be charged for repair costs for ICT resources.

**Monitoring and Managing ICT Resources**

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The school may exercise its right to monitor the use of the school’s ICT resources to:

* ensure that the systems and networks are functioning properly;
* protect against unauthorised access; and to
* ensure compliance with the Rules for the Responsible Use of ICT.

The Department may exercise its right to monitor the use of resources to:

* ensure that the systems and networks are functioning properly;
* protect against unauthorised use and/or access; and
* ensure compliance with the principles and procedures of departmental ICT use, as described in this Acceptable Use Agreement.

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring.

The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

**Waiver of Liability**

The Department restricts access to some material available via the Internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

The Department does not accept responsibility for any damage or loss to student owned devices brought to school or connected to the Department’s ICT resources.

Liz Graham

**Principal**

**Please sign and date the Agreement below, return this page to the office and retain the ‘ICT Resources Acceptable Use Agreement 2022 information for your reference.**

**Please contact the office, on 6286 1301, if you have any queries about this Agreement.**

**STUDENT**

I have read the ICT Resources Acceptable Use Agreement carefully and understand the importance of the conditions and agree to follow these rules. I understand that if I choose to not follow these rules it may result in loss of access to school ICT resources such as computers, internet, email or Student Owned Device (if implemented) at school for a period of time determined by the Principal. In serious cases, the school may take disciplinary action against me and my family may be charged for repair costs.

**Student Name (please print):**

**Year Level in 2022 (circle):** 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

**Student Signature:**

**Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**PARENT OR CARER**

As the parent or carer of this student, I have read the ICT Resources Acceptable Use Agreement and I have discussed the information contained in the agreement with my child. I understand that ICT resource access is designed for educational purposes and Glenora District School has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable and inappropriate content and materials and I will not hold them responsible for all the accessed materials acquired on the ICT resources. Furthermore, I accept full responsibility for supervision if and when my child’s use is not in a school setting. If the Acceptable Use Agreement is not followed then my child may lose their right to use ICT resources at school. In serious cases, the school may take disciplinary action against my child and I may be charged for repair costs.

**Parent / Guardian's Name (please print):**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**Please sign and date the Agreement below, return this page to the office and retain the ‘ICT Resources Acceptable Use Agreement 2023 information for your reference.**

**Please contact the office, on 6286 1301, if you have any queries about this Agreement.**

**STUDENT**

I have read the ICT Resources Acceptable Use Agreement carefully and understand the importance of the conditions and agree to follow these rules. I understand that if I choose to not follow these rules it may result in loss of access to school ICT resources such as computers, internet, email or Student Owned Device (if implemented) at school for a period of time determined by the Principal. In serious cases, the school may take disciplinary action against me and my family may be charged for repair costs.

**Student Name (please print):**

**Year Level in 2023 (circle):** 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

**Student Signature:**

**Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**PARENT OR CARER**

As the parent or carer of this student, I have read the ICT Resources Acceptable Use Agreement and I have discussed the information contained in the agreement with my child. I understand that ICT resource access is designed for educational purposes and Glenora District School has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable and inappropriate content and materials and I will not hold them responsible for all the accessed materials acquired on the ICT resources. Furthermore, I accept full responsibility for supervision if and when my child’s use is not in a school setting. If the Acceptable Use Agreement is not followed then my child may lose their right to use ICT resources at school. In serious cases, the school may take disciplinary action against my child and I may be charged for repair costs.

**Parent / Guardian's Name (please print):**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**