



# Tenison Woods College

## ICT USER AGREEMENT

### FOR SENIOR SCHOOL (10-12) STUDENTS

#### Overview

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Acceptable User Agreement

Section C: Standard Procedure for Student Misuse of ICT's

Section D: Tenison Woods College Senior School ICT User Agreement

#### Instructions for Parents/Caregivers/Legal Guardians

1. Students and parents\*/caregivers/legal guardians, please read and discuss all sections carefully.
2. If you have any questions about this Agreement, please contact the College.

\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

#### **Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cyber safety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and Internet enabled devices
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, internet cloud services), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found at [www.esafety.gov.au](http://www.esafety.gov.au)

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# SECTION A

## INTRODUCTION

The measures to ensure the cyber safety of Tenison Woods College outlined in this document are based on our core values.

The College’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Tenison Woods College and to the effective operation of the College.

The College has rigorous cyber safety practices in place, which include User Agreements for all College staff and students.

The overall goal of the College in this matter is to create and maintain a culture which is in keeping with the values of the College, and legislative and professional obligations. This User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

Acceptance of this policy via Edsmart, will enable students to use the College’s ICT equipment/devices.

The College’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the College and used on *or off* the school site.

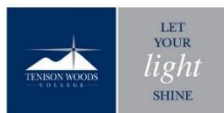
The College may monitor traffic and material sent and received using the school’s ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The College may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

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# SECTION B



## Acceptable User Agreement

Senior School 10-12



### ACT RESPONSIBLY

**Use technology responsibly. Communicate respectfully by thinking and checking that what I write or post is polite and respectful**

This means:

- If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first
- Never sending mean or hurtful messages or emails
- Never sending or using photos of other students, staff or school community members without permission.
- While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school.
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school
- I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.
- I must have permission from home and school before I bring any ICT equipment/devices from home. This includes things like mobile phones, iPods, games, and cameras.

*\*For further information regarding the use on Mobile Devices at school please see the 'Mobile Communication Device Policy' [www.tenison.catholic.edu.au/enrolment/policies](http://www.tenison.catholic.edu.au/enrolment/policies) For further information regarding the use of BYOD technology please refer to the BYOD policy [www.tenison.catholic.edu.au/enrolment/policies](http://www.tenison.catholic.edu.au/enrolment/policies)*

- I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems;
  - Not attempting to hack or gain unauthorised access to any system;
  - Following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT; and
  - Reporting any breakages/damage to a staff member.
- I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
- Remember that all electronic information sharing cannot be guaranteed to be private. The ICT Manager and/or Principal at the College may review, delete or recover files or directories at any time. Students can also expect teachers to have access to read student files in particular instances.
- Do not download and/or install non-approved files, programs, apps, plug-ins or other software. Contact the ICT Department for permission to use non standard software or support features.

### ACT SAFELY

**Protect personal information (name, address, date of birth, phone numbers, photos)**

This means:

- I will log on only with my user name. I will not allow anyone else to use my user name.
- Protecting my password and not sharing it with others.
- Ask a teachers or parents' permission before putting personal information online and get permission from any other person involved

### SHOW RESPECT

**Look after myself and others by thinking about what I access, share and send online**

This means:

- Speaking to a teacher or parent if I see something that makes me feel upset or uncomfortable or if I need help
- Speaking to a teacher or parent if someone is mean to me online
- Speaking to a teacher or parent if I know someone else is upset or scared

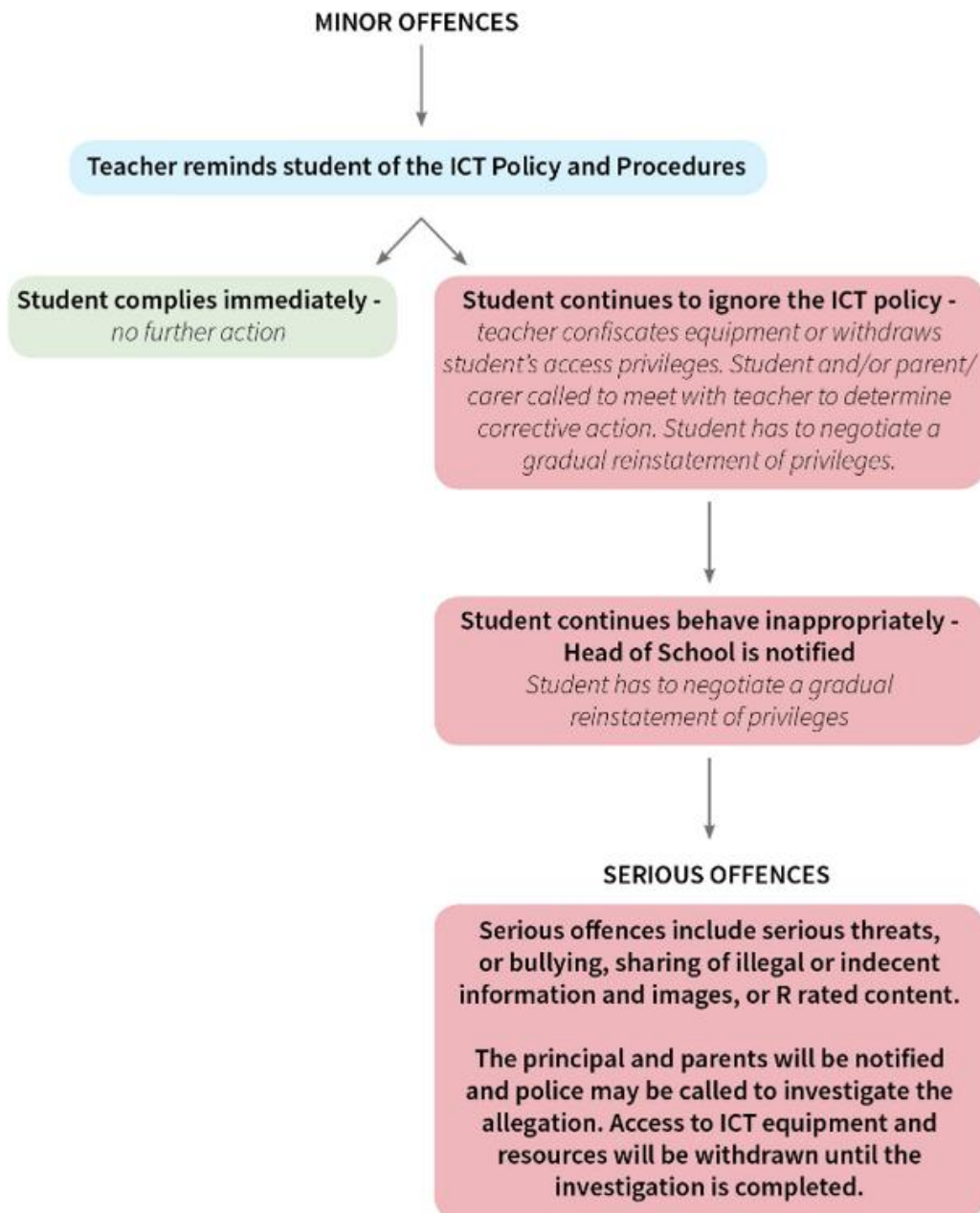
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# SECTION C



## Standard procedure for Student misuse of ICTs



# SECTION D

## TENISON WOODS COLLEGE SENIOR SCHOOL

### ACCEPTABLE USER AGREEMENT

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this Agreement.
2. Keep this document for future reference.

**We understand that Tenison Woods College will:**

- Do its best to keep the College cyber safe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities and enforcing the cyber safety rules and requirements detailed in the User Agreement.
- Respond appropriately to any breaches of the User Agreement.
- Provide members of the College community with cyber safety education designed to complement and support the User Agreement initiative.
- Welcome enquiries from students or parents about cyber safety issues.

#### Student

**As a Student of Tenison Woods College, I confirm:**

- I have read and understood this Acceptable User Agreement.
- I will follow the agreement whenever I use the school's ICT.
- I will also follow the agreement whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the College or other members of the College community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the relevant staff member if I am not sure about anything to do with this Agreement.

**I have read and understood my responsibilities and agree to abide by this Acceptable User Agreement. I know that if I breach this User Agreement there may be serious consequences.**

#### Parent\*

**As a Parent of a student in the Senior School at Tenison Woods College, I confirm:**

- I will read this Acceptable User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the College's work to maintain a safe environment.
- I will encourage my child to follow the User Agreement.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.

**I have read this User Agreement and am aware of the College's initiatives to maintain a safe learning environment, including my child's responsibilities.**

***Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.***

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