Digital Technology Use Agreement

MIDDLE SCHOOL
Last updated 09/11/2015

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Instructions
1. Students and parents/caregivers/guardians please read and discuss all sections carefully.
2. Students and parents/caregivers/guardians please sign Section D and return that page to the school office.
4. If you have any questions about this agreement please contact the school.

Important Terms Used In This Document

a) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’.

b) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

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 (desktops and laptops), iPads and other tablets, storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), 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.
Section A: Introduction

The measures to ensure the cybersafety of St Andrews Christian College outlined in this document are based on our core values.

The school’s computer network, Internet access facilities, computers, iPads and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrews Christian College, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

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

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school’s computer network, Internet access facilities, computers, iPads 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 school, and used on or off the school site.

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.

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

Section B: Letter to parents

Dear parents / caregivers / guardians,

St Andrews Christian College aims to create and maintain an environment that is safe for young people. We want to ensure that this safe environment includes safety in the “cyberspace” accessed through computers and other Information Communication Technology (ICT) equipment. The provisions outlined in this document are based on our beliefs that:

- Information and Communication technologies (ICT) are vital tools for life and learning in our contemporary age and therefore it is important for young people to learn to use them efficiently, safely, and ethically.

- ICT has the potential to threaten the emotional and moral safety of our young people so we need to ensure that we train them to use the technology wisely.

- All that we do in the use of ICT should be consistent with our Christian values, particularly those relating to care for others, moral integrity, and sexual purity. We want our use of ICT to help our students to have the attitude of “do unto others as you would have them do unto you”, and to develop the healthy and thinking habits indicated in Philippians 4:8 - “whatever things are true, ... noble, ... just, ... pure, ... of good report, if there is any virtue, and if there is anything praiseworthy – meditate on these things”.

- All that we do in the use of ICT should be consistent with our professional obligations under legislation.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrews Christian College and to the effective operation of the school. But we recognise that we also need rigorous processes to maintain cybersafety with electronic equipment and safe use practices, which include ICT use agreements for all school staff and students.
Our ICT use agreement includes information about parent and student obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Specifically, the school will carry out the following processes and precautions to monitor and guard the cybersafety of our students:

- All students will be regularly instructed regarding the ethical use of ICT and wise practices in maintaining cybersafety.
- All students and their parents will be required to sign the school ICT use agreement before students will be permitted to use the school ICT equipment/devices. A copy of the ICT use agreement will be included in the student diary.
- The school’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 school. Therefore the school will not permit students to use the ICT equipment etc for what staff members regard as non-educational purposes. Students are bound by this policy whether the school’s ICT equipment is being used on or off the school site. It applies to privately owned ICT equipment that is being used at school.
- In order to guard the cybersafety of the students, the school may:
  - monitor traffic and material sent and received using the school’s ICT network;
  - use filtering and/or monitoring software to restrict access to internet sites, data, and email that contravene the school’s values and standards;
  - audit the school computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent forensic audit.
  - search the files of ICT equipment or electronic devices that students have brought to school if staff have reason to believe that material stored there may contravene college policy.
- Disciplinary sanctions will be applied to students who are found to be violating the ICT use agreement. Disciplinary sanctions may include confiscation of personal ICT equipment, withdrawal of ICT use privileges in the school, suspension, or expulsion.

We trust that parents will support these processes and reinforce with their children the values that we are working to maintain.

Tim Farmilo
Tim Farmilo
Deputy Principal
Section C: Rules for Middle School students

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

First principles

1. I cannot use school ICT equipment, including my school iPad, until my parent/caregiver/guardian and I have read and signed my Use Agreement form (see Section D) and returned it to school.
2. I can only use the school computers and other school ICT equipment for my schoolwork. While at school, the same applies to my personally owned ICT equipment.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

Security

4. I will log onto school services using only my assigned username. I will not allow anyone else to use my username.
5. I understand that my student iPad is for my use only. I will not allow others to use it. I take full responsibility for any effects of another’s use of the device.
6. I will not tell anyone else my password or passcode.
7. I will not connect any device (such as a USB stick, camera or phone) to, or attempt to run any software on, school ICT equipment without a teacher’s permission. I will not use a phone or other equipment to set up my own tethering, Bluetooth connection or wireless access point at school.
8. I will not attempt to install any software (or use any device) that will capture or record passwords of users who log into the machine. This includes, but is not limited to, key logging programs.
9. I will ask my teacher’s permission before giving out my or others’ personal information online. Personal Information includes Name; Address; Email address; Phone numbers; Photos.

Content

10. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, sexually rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a ‘joke’. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
11. While at school, I will not:
   - Attempt to search for things online I know are not acceptable at our school. This could include anything that is sexually rude or violent or uses unacceptable language such as swearing.
   - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
12. If I find anything mean or sexually rude or things I know are not acceptable at our school on any ICT: I will not show other students; I will turn off the screen; I will notify my teacher immediately.
13. I understand that I must not download or share with others any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
14. I will not connect any device (such as a USB drive, camera or phone) to school ICT equipment or run any software, without a teacher’s permission. This includes all wireless technologies.
15. I will not attempt to install any software (or use any device) that will capture or record passwords of users who log into the machine. This includes, but is not limited to, key logging programs.
16. I understand that the school may monitor traffic and material sent and received using the school’s ICT network, including on my school iPad. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
17. 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.
Specific rules on iPad usage

18. I understand that use of my student iPad is to assist learning and that it is to be viewed as a privilege, not a right.
19. I will only use the iPad after permission has been granted from the teacher at the time.
20. I understand that permission from one teacher does not automatically imply that I have permission from all teachers.
21. I will never use the device outside of a supervised classroom, unless I have evidence of permission from a teacher. This includes recess and lunchtime.
22. I will do my best to ensure that I do not distract other students in the class with my iPad.
23. I accept that I am not to take photos of students unless permission has been granted.
24. I will charge my iPad’s battery daily.
25. I will undertake to ensure that the settings are not altered and that illegal apps or material that breaches copyright are not loaded onto my iPad. I accept that I am only to use College-approved apps that have been preloaded.
26. I acknowledge that should I fail to obey the rules specific to iPad usage, I will lose the privilege of using iPads either through banning for a set period or confiscation.

Damage

27. 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 cybersafety rules, and not joining in if other students choose to be irresponsible with ICT.
   • Reporting any breakages/damage to a staff member.
28. I understand that if my student iPad is damaged, I may be required to pay for repairs or replacement. I will not attempt to disassemble or repair damage to my student iPad myself.
29. I will keep my student iPad away from food, beverages and damaging weather conditions.
30. I will not attempt to remove the configuration profile or restrictions set in place on my student iPad when I first received it.
31. I will not attempt to “jailbreak” my student iPad, or place an alternate or altered operating system of any kind onto the device, nor will I attempt to resolve serious system problems myself.
32. I understand that, if the student iPad is not able to be reset to factory settings in the standard way at the discretion of the school, repair or replacement costs may apply.

Conclusion

33. I understand that the rules in this use agreement also apply to mobile phones. (See also Personal Digital Devices policy.)
34. I understand that if I break these rules, the school will take disciplinary action which may include:
   • Informing my parents; Removal of my right to access or use school ICT equipment; Confiscation of my personally owned ICT equipment; Detention, suspension, expulsion or other punitive sanctions.
   • If illegal material or activities are involved, it may be necessary for the school to inform the police.
35. I understand that this document is subject to change by school staff at any time, and that in order to continue using school ICT equipment, including my student iPad, I may be required to sign a new version.
**Section D: Digital Technology Use Agreement Form**

To the Student and Parent/Legal Guardian/Caregiver, please:

1. Read this two-sided page carefully to check that you understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. Detach and return this form to the school office.

We understand that St Andrews Christian College will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety 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 cybersafety rules and requirements detailed in use agreements.
- Keep a copy of this signed Use Agreement form on file.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents about cybersafety issues.

**Section for Student**

My responsibilities include:

- I will read this Digital Technology Use Agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school’s ICT.
- I will also follow the cybersafety rules 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 school or other members of the school community.
- I will take proper care of school ICT equipment. 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 ask the ICT Coordinator 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 Digital Technology Use Agreement. I know that if I breach this Use Agreement there may be serious consequences.

Name of Student: _______________________________ Class: _______________

Signature: ______________________________________ Date: ______________

**Section for Parent/Legal Guardian/Caregiver**

My responsibilities include:

- I will read this Digital Technology Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school’s work to maintain a cybersafe environment.
- I will ensure this Use Agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this Digital Technology Use Agreement document and am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.

Name of Parent/Legal Guardian/Caregiver: ____________________________________________

Signature of Parent/Legal Guardian/Caregiver: ________________________ Date: ______________

Please note: If it becomes necessary to add/amend any information or rule, parents will be advised in writing. New ICT Use Agreements will be signed annually.