ICT Acceptable Use Agreement (Parent/Guardian)

ACCEPTABLE USES
Digital citizenship refers to appropriate behavior and conduct within an online community. I understand my son will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses outlined below. This Agreement should be considered in conjunction with Parade College’s behavioural management and student welfare policies.

Students should:
1.1 Respect the aims of the Colleges one-to-one Digital Device program by:
   • bringing a fully charged Device to school every day,
   • using ICT equipment and resources for educational purposes only, under supervision,
   • ensuring the Device is fully charged prior to arriving at school.
1.2 Respect others by:
   • following the same standards of behaviour online as you are expected to follow in everyday life,
   • observing copyright rules by respecting the information, ideas and artistic works of others,
   • acknowledging the author or publisher of information from the Internet and do not claim the work as your own,
   • using the iPad in a responsible manner and comply with the “covers closed” requests from teachers and to only have open Apps as directed by your teacher.
1.3 Keep safe online by:
   • keeping passwords, personal details and work secure,
   • always obtaining teacher and parent permission before publishing any personal information, photos or video online.

2. UNACCEPTABLE USES
The following uses of ICT are considered unacceptable:
2.1 Personal safety
Do not:
   • send or post detailed personal information, images, video or audio about yourself or other people,
   • send or post yours or other people’s personal contact information; which includes home address, telephone or mobile number, school address, work address, email addresses, etc.
2.2 Illegal activities
Do not:
   • make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means,
   • engage in any illegal act, such as threatening the personal safety of others;
   • install or use software which is not licensed or approved by the College;
   • bypass the school network via a SIM card or Mobile Wi-Fi. This action removes any measure of protection the school may put in place for the filtering of inappropriate material;
   • breach copyright laws.
2.3 Jail Breaking of Apple devices
Jail breaking is the process of removing the limitations imposed by Apple on the iPad. Any attempts to jailbreak the iPad is in direct breach of this Agreement.
2.4 Network security
Do not:
• attempt to gain access to any computer system or service to which you are not authorised. This includes attempting to log in through another person’s account or accessing another person’s files or emails,
• provide your password to another person,
• post information that, if acted upon, could cause damage to, compromise or disrupt the network.

2.5 Respect for privacy
Do not:
• re-post a message that was sent to you privately, without the permission of the person who sent the message,
• take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission,
• Upload/post/email images, video or sound, containing members of the Parade College Staff and Students onto social media sites (e.g. Facebook, YouTube, etc.) or any other website, without both their authorisation and that of the College. Violation of this can be considered a criminal act.

2.6 Respect for others
Do not:
• make deliberate attempts to disrupt other people’s use of ICT,
• use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language;
• make personal attacks on another person,
• harass another person (as per the College’s Bullying and Harassment Policy). If someone tells you to stop sending them messages, you must comply with their request.

2.7 Plagiarism and copyright
Do not:
• plagiarize works found on the Internet. Plagiarism is taking the work, in part or in whole, of others and presenting it as if it was your original work,
• use material from the Internet in a manner which is in breach of copyright laws.

2.8 Access to inappropriate material
Do not use ICT to access material that:
• is profane or obscene (e.g. Pornography),
• advocates illegal acts,
• advocates violence or discrimination towards other people,
• N.B…Browser history is not to be deleted during a school term (private browsing may not be turned on, nor other measures to mask browser history).

2.9 Games in class
Do not:
• use the Digital Device to play games within the College unless under specific instructions from a College staff member for educational purposes.
3. MONITORING
3.1. The College reserves the right at any time to check work, browser history or data on the College’s computer network, Internet access facilities, computers and other College ICT equipment/devices. For example, in order to help make sure that the College stays cybersafe, teachers may at any time check student email, work, file or any Applications on the Digital Device (whether in use or not). The IT Support Team also has the ability to remotely monitor College ICT equipment, via logs and real-time screen viewing, including student Devices. You must not attempt to prevent the IT Support Team from remotely monitoring any ICT equipment/device.

4. NOTIFICATION
You should:
- disclose to your Tutor teacher or House Leader any messages you receive that are inappropriate or disturb you,
- notify your House Leader if you identify a possible security problem,
- immediately disclose accidental access of inappropriate material to your House Leader and the supervising teacher.
This will help to ensure no allegation can be made that you have intentionally violated the College’s ICT Acceptable Use Policy.

5. CONSEQUENCES OF IMPROPER USE
Whilst connected to the network, the College will filter and monitor email, web traffic and content accessed by students, in order to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:
- a warning,
- detention or suspension (this may include IT suspension i.e. no access to the College network, etc.),
- restricted access to the College’s network and use of any equipment attached to the network,
- informing parents/guardians,
- a behavior note going on their file for a bullying strike (if the incident is deemed to fall within the College’s Bullying and Harassment Policy),
- confiscation of the Device by their classroom teacher and the Device passed onto their House Leader or an Assistant Principal for major breaches of the ICT code of conduct. The Device would then be returned to the student’s parents during a meeting with their son’s House Leader.

6. LIABILITY
The College will not be liable for any loss or damage as a result of use of the Digital Device. The content of this Agreement can be changed at the College’s discretion at any time without notification, in order to ensure the use of student devices remains educationally sound.
7. SECURITY
Students must ensure the safety of their Digital Device at all times. They must:
- leave their Device secured in their lockers, secured by the supplied College lock, when not using it in class (this includes recess or lunch),
- only use their Device at lunchtime and after school, for school-related tasks in the Nash Resource Centre (Bundoora) or Caroline Chisholm Learning Centre (library) in a 1 to 1 learning configuration,
- not leave their school bags unattended when they are transporting the Device to and from the College,
- leave their Device secured in their locker whilst off campus (school excursions, sports activities, etc.),
- not swap their Device with another student or any other person,
- not leave their Device unattended,
- not leave their Device unattended in a motor vehicle,
- not use their Device in an unsafe or dangerous manner.

The College cannot accept responsibility for the loss or damage of personal property under any circumstances. This includes the Digital Device. If the Device is not working and the cause has been assessed by the IT Support Team/ and or Manufacturer as being outside of warranty, it will be the responsibility of the parent/guardian to arrange a replacement as the Device is an integral part of the curriculum.

8. DIGITAL DEVICES NOT PURCHASED FROM THE COLLEGE SUPPLIER
Students/families supplying their own Digital Device must adhere to the same policies and procedures as students that have purchased a Device through the College suppliers. This includes, and is not limited to, the acceptance and installation of Parade specific certificates, policies and applications to facilitate network access, security and cyber-safety measures.

Digital Device identification details for every student must be provided:

I will supply my son's own Digital Device and accept and authorize the IT Support Team to install any and all required certificates, policies and software required to ensure network access and cyber-safety at Parade College. I ensure the supply the following information to ICT Support.

☐ Model ................................ Serial number.................................................................

Parent/Guardian
As the parents or guardians of the student listed above, I have read and understood my/our responsibility in the College granting my child the right to use an iPad as a learning tool and to have access to the College network. I understand that the iPad is to be used by students for educational purposes. I understand that parental responsibility remains for supervision of my son’s internet access and that the College cannot be liable for any inappropriate use or criminal offences committed by my son. I support the College measures in ensuring the safe and appropriate use of these resources.