



STUDENT ACCEPTABLE USE AGREEMENT FORM

POLICY STATEMENT –

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of **our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community**. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy and if necessary offending material may be supplied to the police.

The school reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:

- **There has been or may be a breach of the school rules or policy**
- **There may be a threat of harm to a student or others or system security.**

STUDENTS ISSUED WITH SCHOOL OWNED LAPTOP COMPUTERS

The Australian Government has funded schools to purchase laptop computers for the personal educational use of some secondary students while enrolled at the school. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop to the best of their ability
- To keep the laptop secure and protect it from any malicious damage.
- To bring the laptop to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **To replace or repair any damaged, lost or stolen laptop at their own cost**
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as **Cyberbullying?** (See No 4 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

1. When using the school devices and services **students will:**

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not**
- disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
 - allow others to use their personal accounts.
 - deliberately use the electronic identity of another person to send messages to others or for any other purposes.
 - enter 'chat' or 'social networking' internet sites without the permission of a teacher.
 - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
 - damage or disable computers, computer systems or networks.
 - disclose personal information about another person (including name, address, photos, phone numbers)
 - distribute or use information which is copyrighted without proper permission.
 - take photos or video of members of the school community without their consent.

3. When using school services **students will never knowingly** initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.
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4. When using school services or non school services **students will never** send or publish either through internet sites, e-mail or mobile phone messages:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the school name or crest without the written permission of the Principal.
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Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that may be damaged, lost or stolen.

Signed _____ Date _____
(Parent/s or Caregiver/s)

I have read and discussed this policy with my parent/carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Signed _____ Date _____
(Student— not required for children under 10 years of age)