

# ST MARK'S SCHOOL ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES RESPONSIBILITIES



**Purpose:**

Information and Communication Learning Technologies (ICT) bring great benefits to the *Teaching and Learning* programs for students at St Mark's. The purpose of this Agreement is to outline information about your obligations and responsibilities in using ICT at St Mark's. Information and Communication Learning Technologies (ICTs) include the use of computers, scanners, printers, school networks, internet, emails, all portable devices (mobile phones, iPods, digital cameras) both on and off the school grounds where applicable.

## Ethical, Legal and Responsible Use of ICT Resources

**I am aware that:**

- Laws apply to appropriate use of the internet and communications. Such laws and principles include users' obligations in relation to copyright, licencing agreements, intellectual property, illegal downloading, bullying and harassment.
- As outlined in school policies, St Mark's requires me to register portable devices (mobile phones, iPods, digital cameras) through the Acceptable Use Agreement.

**I will:**

- Use ICT at school for the purpose of learning.
- Use the equipment correctly.
- Not interfere with the work or data of another student.
- Use a school email account only to help me learn (when available).
- Not use the school's equipment for anything which would inconvenience other users, for example, changing the setting on computers.
- Not modify the application, or operating system provided, without the permission of the authorized person.
- Think carefully about what I view and listen to on the Internet and question if it is from a reliable source.
- Respect other people's work and not call it my own. This includes pictures and information I find on the Internet. If using an image obtained from the Internet / magazine (scanned etc.) the correct form of notice is: "Copyright [dates] by [author/owner]".
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Be respectful in how I speak to, and work with, others online and never write or participate in online bullying.
- Request, complete and return to the office the Acceptable Use Agreement for my portable devices I bring to school (mobile phones, iPods, and digital cameras).

## Security and Privacy

### I am aware that:

- Users have a role to play in ensuring the security and privacy of information transmitted by the use of the ICLT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

### I will:

- Choose a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth).
- Only use my account to access resources, not that of another student.
- Access ICLT resources only as authorised including downloading/installing software
- Save my data correctly and regularly.
- Understand St Mark's may check my computer files and will monitor the Internet sites I visit.
- Not try to avoid the Internet and email filtering process.
- Not access inappropriate sites.
- Turn off or close the screen and immediately alert a teacher if I accidentally access any inappropriate content.
- **Report** anything that I am not comfortable with to the appropriate person
  - Sites which are not suitable.
  - If someone writes something I don't like, or makes my friends or me feel uncomfortable.
  - If I feel that the welfare of other students at the school is being threatened by online activities.
- Keep myself and others safe by **not** providing personal details including names, address, telephone numbers, photos and images.

### ICT Resources Access Consent Form - Students

This Consent Form needs to be signed and returned prior to students being granted ICLT access.

Parents/guardians are encouraged to review and discuss the contents of the *Acceptable Use Agreement* statement with the student.

By signing this Agreement, students are acknowledging that they will be responsible in the event of any breach and that appropriate consequences may result as outlined through the *St Mark's Behaviour Policy*.

# ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCE CONSENT FORM.



This Acceptable Use of Computer and Internet Resource Consent Form must be signed annually and returned prior to students being granted access to the Internet and other information and communication technology resources.

## **User Acceptance:**

I have read and discussed this form with my child. I agree with its purpose and content and understand that appropriate consequences will be taken if my child is found not to abide by the schools "Acceptable Use of Computers and Internet Resources Responsibilities".

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_