



## ANNUAL STUDENT ICT USER AGREEMENT PROTOCOL FOR ACCEPTABLE USE OF TECHNOLOGY

### Rationale

St Mary's College is committed to the provision of ICT to enhance learning and teaching, recognising the need for the development of electronic and digital literacy and communication. St Mary's College supports access to a wide range of available resources and the development of skills to use these resources, available for educational use. Ethical and appropriate behaviour is expected at all times in accordance with the College Student Child Safeguarding Code of Conduct and Student Bullying Prevention and Intervention Policy and Procedures. It is an expectation that all communication will be respectful and appropriate language will be used.

Access to technology is a privilege, not a right, and it carries the responsibility of acceptable use by all.

All use must be legal, ethical and consistent with the College Information & Communication Technology (ICT) Policy, and the Mission and Vision of St Mary's College. At all times students are expected to use the same standards of behaviour online as they would be expected to follow in all other interactions.

Electronic communications refers to email, texting, instant messaging, social media posts and any other material sent electronically.

### Responsibility

- Students will abide by individual staff directives regarding use of ICT, including the College Portal, internet and equipment (including but not limited to desktops, notebooks, laptops, tablets, mobile phones and MP3 Players).
- All users must login under their own name and password and logout at the end of each session. Individual passwords are NOT to be disclosed to others. Users must not gain or try to gain access to the files of others. Suspected breaches of security must be reported to the Network Manager immediately.
- Computer equipment must not be damaged or misused.
- Users must NOT intentionally interfere with or disrupt the operation of the network or alter existing computer settings without permission from the ICT Manager.
- Only College provided email accounts are to be used in all communication while at school and at home whenever sending communications to staff. Other programs such as Gmail, Yahoo, Hotmail, Bigpond, WhatsApp, Instagram and any other form of social media or communications are not to be used.
- Ensure that email and online communication is written carefully and politely. Use appropriate language and be cautious using humour and satire as these can be easily misinterpreted.
- Photographing, videoing and/or recording of students or staff must not take place without consent from all students/staff involved and the teacher. Recordings must be made for College purposes only and must be under the direction of the teacher.
- Students must not plagiarise the work of others. This includes taking the ideas, images or writings of another and presenting them as their own.
- Liability for student loss or damage to school owned ICT equipment due to misuse will be charged to the student's fee account. All school owned equipment provided to students must be returned on exit from the College or a fee will be charged in lieu of return of the equipment.

## Internet Use

*(Includes school hours and out of school hours using College provided technology, software and systems).*

- Students are not to deliberately access inappropriate websites. If this should happen by accident the following procedure MUST be followed immediately:
  1. Minimise the site immediately – without communicating to other students.
  2. Inform the nearest teacher (the site will then be blocked).
- Students must not post photographs, personal information or refer in any way to members of the College community (staff, students and parents) online without permission of the individual and/or the school. This includes personal blogs, websites and social media.
- Students must not refer to the College in any way, nor post images of themselves or others in school uniform online unless express permission has been granted by the College.

Students should be aware that staff may access any student files, email, chats or messages considered to be in breach of the above conditions. Staff also have the capacity to view and monitor the activities of students use of ICT devices whilst at school or attending school activities.

## Use of Mobile Devices

- The device must be kept on silent and in lockers during the school day.
- Mobile devices will be confiscated if seen on the yard, whilst travelling between classes, or if used during a class without the consent of the teacher.
- Students must not use the device during class other than for educational purposes under the direction of the individual teacher.
- At no time should the device be used to forward any inappropriate message or image.
- If urgent contact is required between students and parents/guardians during school hours, students should contact their Pastoral Leader and/or Reception.

## Data Usage

Large data downloads or transmissions should be minimised to ensure the performance of College ICT resources for other users is not adversely affected. Where a student uses excessive downloading of non-work-related material, the College may suspend or terminate access.

## Consequences

Non-compliance is considered a very serious matter. Failure to comply with the rules relating to appropriate use will be addressed in accordance with the College Student Behaviour Management Policy and Procedures, and may result in:

- Loss of access privileges.
- Confiscation of the equipment (for initial breach confiscation period will be one day, for subsequent breaches the confiscation period may be longer).

If at any time there is a reasonable belief that equipment is being used in breach of this protocol, the Principal (or delegate) may suspend a person's use of ICT resources and may require that the equipment being used is secured by the Principal (or delegate) while the suspected breach is investigated.

Where there is a reasonable belief that illegal activity has occurred, the College is required to report the suspected illegal activity to police.

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## Acknowledgement – Annual Student ICT User Agreement

I, ..... *(Student Full Name)* ..... *(PC Group)*

acknowledge that I have read, understood and will abide by the contents of this 'Protocol for Acceptable Use of Technology', the College 'Information & Communication Technology (ICT) Policy' and College 'Student Use of Mobile Phones Policy' *(available on Student and Parent Portals)*.

.....  
*(Student Signature)*

..... / ..... / .....  
*(Date)*