

Purpose

At Elizabeth College information and communication technologies (ICT) are provided for educational, communication and research purposes connected to their areas of study. This Acceptable Use Agreement for ICT resources either owned by the Education Department or student owned technology being brought on to campus also applies to students during work placements, school excursions, camps and extra-curricular activities.

Definition

ICT resource = any device, network and service or equipment provided for or used by students enrolled at or visiting Elizabeth College, including but not limited to computers, laptops, iPads, network accounts, the Internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, copiers, student owned telephones and other computing devices, PDAs that are brought on to campus or connected to the Education Department network.

Monitoring and management of ICT Resources including Student Owned Devices

All Elizabeth College ICT resources are the property of the Education Department, which reserves the right to monitor the use of these resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, tablet or mobile device and may involve the confiscation of any ICT resource for this purpose.

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice. The Director Information and Technology Services can authorise monitoring. The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

The Department may exercise its right to monitor the use of resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised use and/or access; and
- ensure compliance with the principles and procedures of departmental ICT use

Waiver of Liability

The department restricts access to some material available via the internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material on the internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service. The Department does not accept responsibility for any damage or loss to students owned devices brought to school that may be connected to the Department's ICT resources.

Students bring their own personal technology to use at Elizabeth College at their own risk. It is their duty to be responsible in the upkeep and protection (anti-virus software / security settings) of their technology.

Elizabeth College will NOT be responsible for:

- Personal technology that is broken / damaged while at college or during college-related activities
- Personal technology that is lost or stolen at college or during college-related activities
- Maintenance or upkeep of any personal technology (keeping it charged, installing updates or upgrades, fixing any software or hardware issues). College licenced software will not be installed on student personal technology.

STUDENT OWNED TECHNOLOGY

When I use my personal technology I agree to:

- use it for learning purposes as directed by my teacher;
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else; and
- respect others when I talk to and work with them online and never write or participate in online bullying.

When using my mobile technology as a camera I will:

- seek permission from individuals involved before taking photos, recording sound or videoing them (including all staff);
- only take photos and record sound or video when it is part of class or subject requirements;
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space; and
- seek teacher permission before uploading any content to external websites (e.g. blogs).

When using ICT resources on or off campus when involved in any Elizabeth College activities, I agree to:

- comply with State and Commonwealth laws at all times;
- use the ICT Resources for educational purposes;
- only use my own username and password to access ICT Resources use social networking sites for educational purposes and only as directed by teachers .
- not use any ICT resources or actions that will bring the school into disrepute
- protect my privacy rights and those of other students by not giving out personal details
- not send photographs or publish the full names of others or myself to unknown people without permission;
- always act with caution when communicating with unknown people using the school ICT resources
- avoid consuming food or drink when using the devices

Things which you may wish to discuss with, or report to, your teacher

- Help with managing information online;
- If you feel that the welfare of other students is being threatened;
- If you come across sites which are not suitable for our school;
- If someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private;
- If you detect or suspect security breach involving users from within the school, other schools, or from outside the Department; and
- If you notice damage to, or loss of, computing furniture or ICT equipment.

This section is to be signed by both student and parent/carer and returned as soon as possible.

STUDENT:

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will mean that my access to ICT resources and mobile technology at school will be renegotiated. This may result in loss of access to school ICT resources such as computers, internet, email or I may be unable to use my mobile device at school for a period of time determined by the Principal.

Student Name (please print): _____

Student Signature: _____

Year Level in 2017: _____

Date: ____/____/____

PARENT/GUARDIAN OR CARER:

As the parent or carer of this student, I have read this Elizabeth College ICT Acceptable Use Agreement and have discussed the information contained in the Acceptable Use Agreement. I understand that ICT resources access is designed for educational purposes. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable material and it is impossible for the Department or school to restrict access to all inappropriate content and materials. I will not hold them responsible for the content accessed or materials acquired inadvertently on the ICT resources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent/Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: ____/____/____