



## Latrobe High School

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# ICT Resources Acceptable Use Agreement for Secondary Students and Families 2016

### Purpose

Information and Communication Technologies (ICT) are provided in **Latrobe High School** for educational, communication and research purposes. This Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

This Acceptable Use Agreement for ICT resources, mobile telephones and student owned devices also applies to students during work placements, school excursions, camps, and extracurricular activities.

### Definitions

- ICT = information and communication technologies and includes but is not limited to the use of computers, the school network, the Internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, etc
- ICT Resources = ICT, Mobile Telephone and Student Owned Devices
- Mobile telephones = standard mobile telephones and smart phones such as iPhones and mobile telephones that can access the internet, etc
- Student Owned Devices = any ICT device that a student owns and brings to school eg iPod, Netbook or laptop, personal data assistants (PDAs), cameras, mobile / smart telephones, etc
- The Department = Department of Education Tasmania

### When using ICT resources at school, I agree to:

- comply with State and Commonwealth laws at all times;
- use the ICT Resources at school 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
- think about how I use content posted on the internet and not simply copy and paste information from websites;
- not use any ICT resources or actions that will bring the school into disrepute
- use ICT resources in a safe and secure way;
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
- 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 ;

### Examples of unsafe actions:

- revealing your full name, address, phone number, etc. to an unknown person by email or chat session;
- using a chat facility that is not supervised by your teacher
- placing your personal details on a web page;
- giving out credit card details to strangers or to unverified or unsecure websites;
- putting personal details in your email signature; and
- accepting offers to meet strangers who you have met via an electronic medium.
- use ICT resources legally:
- abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
- not use the school computer facilities for illegal purposes:

### Examples of illegal activity:

- copying software onto computers, disks or networks without permission by the copyright owner;
- sending threatening or profane electronic mail;

- ordering materials over the Web using other people's credit cards without their permission;
- copying digital art works, music or printed material without permission by the copyright owner; and using the Web to distribute pornographic material.
- use ICT resources responsibly:
  - not use ICT resources at school for personal financial gain, gambling or advertising;
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images);
- not tell other people my password or leave my computer logged in and unlocked when leaving the room.

**Examples of irresponsible actions:**

- leaving a computer logged on after departing the room;
- leaving personal information on a shared computer where others can use it;
- neglecting to back up important pieces of school work; and
- telling other people your password.
- use ICT resources honestly:
  - not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a user name or password that is not my own (eg of another student, teacher, staff member or system);
- the unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department;
- not use the school computer facilities for dishonest purposes.

**Examples of dishonest activity:**

- copying another person's work and submitting it as your own;
- claiming personal ownership of material that was developed by a group;
- setting up an unofficial web site which claims to be the official school site; and
- sending electronic mail using a faked e-mail address or someone else's account.
- use ICT so that you do not offend others:
  - be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;
- not send, produce, show or search for things that might upset others.

**Things which could upset others:**

- spreading untrue rumours and gossip through e-mail;
- publishing racist or sexist material;
- downloading or displaying offensive pictures; and
- playing offensive songs from websites.
- use ICT so you do not disrupt others
  - not attempt to download software, music, video or other large files without permission;
- not bring or download unauthorised programs, including games, to the school or run them on school computers;
- not intentionally create congestion or disrupt the school ICT resources.

**Things which could disrupt other users:**

- breaking or damaging the computer equipment;
- spilling food or drink on computer equipment;
- creating and / or forwarding chain-mail;
- downloading large files from the Internet during school time without seeking approval from your teacher;
- introducing viruses and malware into the system;
- deleting or changing critical files, or the files of others;
- attempting to gain unauthorised access or hack into the school ICT resources; and
- using the computer system to gain unauthorised entry into other computer systems or ICT resources;
- not keeping anti-virus protection up to date on student owned devices, for example, checking removable media (such as USB storage devices)
- students should report any hardware or software issues with school ICT resources to their teacher and not try to fix things themselves.
- ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.

**Things which you could discuss with your teacher:**

- I need help online;
- I feel that the welfare of other students at the school is being threatened;
- I come across sites which are not suitable for our school; and
- 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.
- advise my teacher or school Principal of any suspected technical security breach involving users from within their school, other schools, or from outside the Department.

**When I use my personal mobile device 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 device 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 a class or lesson;
- 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 websites (e.g. blogs).

**Monitoring and management of ICT Resources including Student Owned Devices**

All departmental ICT resources are the property of the Department, which reserves the right to monitor the use of these ICT 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, Netbook or mobile device and may involve the confiscation of the 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 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, as described in this Acceptable Use Agreement.

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring. The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

**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 accessed 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 student owned devices brought to school or connected to the Department's ICT resources.

