



**Introduction**

Information, Communication and Technology (ICT) supports and enhances student learning across all areas of the curriculum and is a vital component of the Australian Curriculum.

The purpose of this document is to create a culture and environment in which responsible and acceptable use of the internet and electronic resources can occur. It is a prerequisite for the use of ICT in the College that students read, understand and sign this agreement.

**Guidelines**

In accordance with the ICT Policy, students are expected to do three things in their use of ICT at the College.

- Keep Safe Online
- Respect Others
- Respect Resources

When using College and personal devices and services **students will:**

- Ensure use at school is for educational purposes only.
- Ensure that they access the internet only within the College filtering system provided.
- Ensure that communication through internet and email services is related to learning.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Treat all College equipment, including hardware, software, devices and related ancillary items with care and respect. Report all damages to the ICT Department.
- Attempt to keep printing to a minimum by print previewing, editing work on screen rather than on printouts and spell checking before printing.
- Keep personal information, including passwords, names, addresses, photographs, credit card details and telephone numbers private.
- Use appropriate privacy controls for internet and app based activities ie location settings.

When using College and personal devices and services students **will not, and will not attempt to:**

- Disable settings for virus protection, spam and internet filtering that have been applied by the College and not attempt to evade them through the use of proxy sites.
- Disable system installed apps eg Lanschool.
- Allow others to use their accounts or personal devices.
- Deliberately use the digital identity of another person to access information that they are not authorised to access.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by the teacher.
- Disclose personal information about another person (including name, address, photos, and phone number).
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Distribute or use software and data which is copyrighted without proper permission eg pirated games or movies.
- Use social media without the permission of the teacher.
- Take photos or video of members of the College community without their consent.
- Use College services for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

When using ICT to communicate or publish digital content students **will never use:**

- Unacceptable or unlawful materials or remarks including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material.
- Sexually explicit or sexually aggressive material or correspondence.
- False or defamatory information about a person or organisation.
- The College name or crest without the written permission of the Principal.

**STUDENT AGREEMENT**

I have read and discussed this policy with my parent/guardian and agree to be a cyber-safe student and always uphold these rules both within and outside of school. I understand that a breach of this policy will incur consequences according to the College's Pastoral Care Policy. I understand that all documents and files saved in my workspace or transmitted over the College's systems may be accessed by staff at the College.

Student Name:	
Student Signature:	
Homeroom:	Date: