

# ICT and Network Usage Agreement

## What is this agreement?

All students who undertake schooling in a Queensland Department of Education and Training school are required to sign this document to be allowed access to the education departments networking, internet facilities and school ICT resources.

## Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.

## Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

## Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Student Code of Conduct*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## Borrowing school owned devices

Students and parents/guardians are subject to loan conditions and accept the terms and conditions of loan upon logging in and borrowing the device. Devices are loaned on an identified basis as per the BYO policy. Loans are issued for a whole day and must be returned before the end of the day or upon departure from the school. Terms of use are as follows:

- Students will accept or decline these terms during the sign-in process for the laptop with a login prompt.
- Devices are assigned individually and are not shared by other students. Any damage incurred will be identified as having been damaged by the individual who borrowed the device for the borrowing period.
- A minimum \$50 repair fee can be issued for technicians to resolve device damage. Parents/guardians of students who borrow devices can be financially liable for any damage that renders the device unstable, impractical or unusable, including aesthetic destruction during the loan period; devices will be regularly inspected for damage.
- The student accepts all responsibility for the device and will not ask peers or teachers to care for the device or return the device in their absence. Care for the device must be taken for transit between classes, use in the classroom and storage during break times. Repeated misuse or mismanagement of laptops such as leaving them unattended or taking them home, will result in students not being permitted to borrow the device for the whole day; which will escalate to being unable to borrow for the term for repeated mismanagement.
- Device loans can be denied to students where prior damage has occurred and a bill/request for payment has been issued that is in arrears; financial hardship and extenuating circumstances can be discussed and resolved via the Principal or Business Services Manager.
- Existing and ongoing device conditions will be documented and recorded before loans are issued to identify any additional damage incurred.

## What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;

- communicating or collaborating with other students, teachers, parents or experts in relation to school work; accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

## What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. gmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

## Monitoring Software

School owned computers are monitored using classroom management software solutions such as 'AB Tutor'. HSSC will not log usage or keystrokes, it does not pilfer any personal or private information. It is strictly used as a classroom behaviour management strategy. Please refer to the '[ICT Privacy Policy](#)' for further information.

## Additional Information

For additional information regarding ICT implementation, please refer to the following documentation:

- HSSC '[ICT Privacy Policy](#)'

## Student ICT Network Usage Agreement:

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

<hr/> Student Name	<hr/> Signature	<hr/> Date
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The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

## Parent/Guardian ICT Network Usage Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Student Code of Conduct*. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood the rules and behaviour expectations included in this agreement.

I agree to abide by the above rules identified in this agreement.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent/Guardian Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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