

Student Computer Usage Agreement



St Edward's Primary School encourages students to become familiar with the use of Information and Communication Technology. This agreement is designed to ensure the CyberSafety of St Edward's Primary School students and must be accepted by students, parents and guardians in order to have access to the school's ICT equipment.



Full name: _____ **Class:** _____ **Date:** _____

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technology'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**School ICT equipment**' refers to the school's computer network, Internet access facilities, desktop computers, laptops, chromebooks and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, iPads), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other future technologies as they become available.
- (e) '**Objectionable**' in this agreement means material that deals with matters such as , cruelty, violence, or sex activity in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of but not limited to the definition used in the Films, Videos and Publications Classification Act 1993.

Student:

I understand

- That the school's ICT equipment can connect me to useful information;
- While I have access to the school's ICT equipment, whether at school, home or elsewhere, I will follow all rules as stated in the Student Computer Usage Agreement;
- I cannot use school ICT equipment until I have signed this agreement and the completed form has been returned to school;
- St Edward's Primary School requires all users of its ICT resources to do so in an ethical, legal and responsible manner;
- That the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email; and
- That the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email. St Edward's Primary School retains rights and ownership of all data created or stored on the St Edward's Primary School network, on the School Google Apps deployment and on any Cloud solution accessed through a school assigned Google Apps account.

I hereby agree that while using the school's ICT equipment:

I WILL :

- Only use school ICT equipment for the purposes directed by the teacher/s;
- Use the internet and Google account solely for educational purposes (for use with educational sites and apps not free play games used at home);
- Be responsible for any action carried out under my username;
- Observe all copyright laws, including those relating to computer software and format shifting;
- Respect the rights and privacy of other users;
- Report to a teacher or relevant person any inappropriate email or online messages that I receive or any inappropriate use of ICTs at St Edward's Primary School;
- Report any security lapses that I may discover;
- Make available any ICT equipment/ devices for checking by St Edward's Primary School staff;
- If I accidentally come across something that is illegal, objectionable, dangerous or offensive, I will power off the screen and immediately and quietly inform my teacher;
- Report any damaged, faulty or missing computer equipment to the teacher in charge or relevant person immediately;
- Log off when finished using a St Edward's Primary School computer.

I WILL NOT:

- Email staff at St Edward's Primary School except for my classroom teacher;
- Use the network in any such way that would disrupt network services for other users;
- Disclose my or any other person's private information such as address or phone number, any credit card or pin number;
- Attempt to retrieve, view or disseminate any objectionable, obscene, offensive or illegal material;
- Login under another person's username and password;
- I will not tell anyone else my password. If I believe my password has been compromised, I will change my password immediately and notify my teacher or relevant person immediately;
- Send offensive or objectionable messages or anonymous or falsely addressed electronic mail;
- Bring the school into disrepute in any way whatsoever;
- Have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing);
- Download information without the knowledge of my teacher;
- Download unauthorised software or digital content from the internet or bring from home unauthorised downloads (such as music, video, shareware etc.);
- Use chat channels or social networking sites (Facebook, kik, Snapchat, Instagram, Twitter etc.);
- Install software on the school's system;
- Connect any ICT equipment/device (apart from a USB drive) to, or attempt to run any software on, the school network without the permission of the St Edward's Primary School staff. This includes all wireless devices.
- Attempt to change or tamper with the school's computer network in any way;
- Attempt to bypass any security and internet filter settings;
- Alter any control panel configurations or settings on the school's ICT equipment or interfere with hardware.

I understand that if I break these rules:

- The school may inform my parent(s) and access to the St Edward's Primary School network may be withdrawn;
- In serious cases the school may take disciplinary action against me;
- I also understand that my family may be charged for repair costs;
- If illegal material or activities are involved, it may be necessary for the school to inform the police.

Please print full name:

Principal: Gary McSweeney

Student Name:

Signature:

Principal:



Student Signature: