



# SANCTA MARIA COLLEGE

## *Cybersafety and Digital Device* User Agreement

**SECTION A:** Introduction

**SECTION B:** Sancta Maria College Digital Policies and User Agreement

**SECTION C:** User Agreement Form

**SECTION D:** Photo Release Permission Slip

### Instructions

- 1 Students and caregivers please read and discuss all sections carefully
- 2 Caregivers and students sign Section C and Section D and return that page to school
- 3 Please keep Sections A and B for future reference
- 4 If you have any questions about this agreement please contact the school

### ***Important terms used in this document:***

- (a) *The abbreviation 'ICT' refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' includes but is not limited to, computers (such as desktops, laptops, tablets), 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, similar, technologies as they come into use*
- (e) *'Objectionable' means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with our Sancta Maria College values and Special Character. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*
- (f) *'Acceptable' means for educational purposes.*

## SECTION A: Introduction

The measures to ensure the Cybersafety of Sancta Maria College outlined in this document are based on our values as expressed in the school's Charter.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices and student-owned devices bring great benefits to the teaching and learning programmes at Sancta Maria College, and to the effective operation of the school. Our school has Cybersafety practices in place, which include User Agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a Cybersafety culture which is in-keeping with the values of the school, as well as legislative and professional obligations.

This User Agreement includes information about your obligations and responsibilities, the school's expectations and the nature of possible consequences associated with Cybersafety breaches which undermine the safety of the Sancta Maria College environment.

All students will be issued with a User Agreement and once signed and returned to school, students will be able to use the school ICT equipment/devices, student-owned devices, and have access to the school's internet service. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for approved educational purposes appropriate to the school environment only. This also applies to accessing the Internet through any device whilst at school or during any school-related activity.

## SECTION B: Expectations and Guidelines to Help Keep Sancta Maria College Students Cybersafe

### **Internet**

Only the internet gateway provided by the school may be accessed while on campus. Virtual private networks (VPN) are not to be used. Personal internet connective devices such as but not limited to cell phones are not permitted to be used to access outside internet sources, such as through 3G or 4G, at any time.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Sancta Maria College network, its staff and employees are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the school's usual procedures, similar to other personal artefacts that are impacted in similar situations. It is recommended that skins (decals) and other custom methods are used to physically identify your device from others. Additionally, protective cases for technology are strongly encouraged.

### **Using Digital Devices at Sancta Maria College**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students bringing digital devices to school must adhere to the school's expectations and guidelines.

Additionally, technology may only be used to access files on computers or internet sites which are relevant to the classroom curriculum. Gaming is not permitted.

The school's network filters will be applied to all students' connection to the internet and attempts should not be made to bypass them. Virtual private networks (VPNs) are not permitted to be installed on devices used in school.

Files may have to be saved onto the device, an external drive, or another media device. It is the owner's responsibility for the repair of any malfunctioning / damaged devices. Charging of your device will be available on a limited basis and is at the discretion of the classroom teacher.

***Please read every statement carefully and sign the User Agreement Form (Section D)***

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules*

- 1 I cannot use school ICT equipment until my caregiver and I have read and signed the User Agreement Form (see Section C) and returned it to school.
- 2 If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
- 3 I will not tell anyone else my password.
- 4 While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
- 5 I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone, even if I believe it is meant as a joke.
- 6 I understand that the rules in this User Agreement also apply to mobile phones and other personal mobile devices. I will only use my mobile phone(s) and personal mobile devices at the times that I am permitted to during the school day, that is, before the first bell of the school day, and during class-time with permission from my teacher. I am not allowed to use digital devices on school grounds at interval or lunchtime. If I need to make a call home, I can go to the Student Centre or Main Reception.
- 7 I will immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when requested by teachers.
- 8 I will not take images or record video of any teacher or student without their permission.
- 9 I will not share, transmit or post inappropriate or unauthorised images/videos of any person on campus on public and/or social networking sites.
- 10 To ensure appropriate network filters, I will only use the school's wireless connection in school and I will must not attempt to bypass the network restrictions by using 3G or 4G network or virtual private networks (VPN).
- 11 I understand that bringing devices on premises which could infect the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information will result in disciplinary action. The school has the right to collect and examine any device that is suspected of causing problems or to be the source of an attack or virus infection.
- 12 I understand the college has the right to inspect files on any device bought on campus irrespective of whether it has been the cause of a problem / attack / virus. (This covers devices that may contain pornography / objectionable material obtained offsite and stored on the student-owned device.)
- 13 I understand it is the owner's responsibility for the repair of any malfunctioning / damaged devices and that Sancta Maria College does not supply technical services for student-owned devices.
- 14 I will not physically share my personal devices with other students, unless I have written parent permission to do so.
- 15 I will not use devices outside at lunchtime and interval as it is prohibited. I may only use my device, with permission, at lunchtime when in the library.
- 16 While at school, I will not:
  - Access, or attempt to access, age-restricted or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school (for example, VPN).
- 17 If I accidentally access objectionable material, I will:
  - Not show others
  - Close the window immediately
  - Report the incident to a staff member immediately
- 18 I understand that I must not illegally download any files such as music, videos, games or programs. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

- 19 I understand that these rules apply to any privately-owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
- 20 I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not eating or drinking near ICT equipment
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member
- 21 I will respect the ICT property of other students, such as phones, laptops and tablets, and treat it with care. This includes:
  - If a device is found unattended, bringing it to the Student Services office immediately
  - Never turning on, logging onto, or digitally accessing the device of another student without express permission to do so from the student who owns that device
  - Not touching or being reckless with another student's device in any way
  - Accepting that if another student's device comes to harm or damage due to my actions, I will be responsible for my actions, and may be eligible to pay compensation to that student
  - If I wilfully violate the privacy of another student's device, am found in possession of such a device without express permission from that student to be so, or cause physical harm to another student's ICT property, I may be eligible for criminal prosecution and/or school sanctions
- 22 I understand that I am never obliged or required to bring any personal device onto school grounds, and if I choose to do so, I am entirely responsible for the safety and security of that device. To these ends, it is recommended that:
  - You keep the device on you at all times, never leaving it in an un-locked classroom, or unattended in any public school area
  - You do not share log-in information with anyone else
  - You turn off any 'automatic log-in' details you may use for any personal account
  - You password/PIN-protect any device, and do not share this password/PIN with anyone else
- 23 I will not access personal/social media/social networking sites on any device, during any lesson, unless specifically invited to do so by my teacher, or without the express permission from my teacher.
- 24 I will never access personal/social media/social networking sites using school resources, at lunch time unless specifically asked to do so by a teacher
- 25 I understand that any negative/insulting/disrespectful or otherwise objectionable statements/posts/comments/instant messages/'likes' which are seen by the school as a form of bullying/harassment or intimidation, will be considered a violation of the User Agreement and will be dealt with accordingly.
- 26 I will report any material I find objectionable or consider bullying or harassment of another student to a teacher, and where possible make record of said material via a 'screen shot' or other means.
- 27 I understand 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 monitor and restrict access to certain sites and data, including email.
- 28 I understand 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.
- 29 I understand that if I break these rules, the school may inform my caregivers. 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 KEEP THIS USER AGREEMENT FOR YOUR REFERENCE**

## SECTION C Sancta Maria College User Agreement Form

I understand and will abide by the above policies and guidelines. I further understand that any violation of the User Agreement may result in the loss of my technology privileges as well as other disciplinary action.

STUDENT TO COMPLETE

Student I.D. Number \_\_\_\_\_

Printed Student Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

PARENT/CAREGIVER TO COMPLETE

Printed Parent Name \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Model and/or Serial Number of Device \_\_\_\_\_

Date \_\_\_\_\_

## SECTION D Photo Release Permission Slip

From time to time, school events may be photographed by an authorised school photographer for inclusion on promotional materials, such as Year Book, Principal's Newsletter, Sancta Maria College Website or Facebook page.

As a parent or caregiver, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes.

I give consent for Sancta Maria College to photograph my child for school purposes and/or at school events.

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_