

Capalaba State College ICT and Internet Acceptable Use Agreement

The following agreement covers student's use of Information Communication and Technology (ICT) facilities at Capalaba State College for the term of the students' enrolment. ICT facilities are provided to students for educational purposes only. These facilities include access to the internet, Email, School Intranet, Department Intranet and school network. Students may use these facilities for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, colour and monochrome printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

Both staff and students at Capalaba State College have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that are considered offensive or illegal. Parents and students should carefully read the conditions outlined in this document. To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

ACCEPTABLE USE CONDITIONS

1. Students using the ICT facilities may only do so under the supervision of school staff. Any student not following staff instructions may have further access restricted or denied.
2. Privacy and Network security is to be observed. Students must not under any circumstances, access personal files belonging to others, software or areas of the network which are not designated for their use.
3. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another users name under any circumstances.
4. All users are to log off when leaving a computer.
5. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
6. Software copyright is to be followed at all times. It is illegal to copy or distribute school software. Software from home or other sources is not to be copied, installed or used on school equipment.
7. Copyright of materials from electronic resources is to be observed at all times.
8. Students are not to cause disruption to class activities by unauthorised broadcast messages across the school network.
9. Printing of materials of a personal nature or un-associated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge for printing material costs.
10. The use of portable storage devices (USB drives, MP3 Players, External hard disk drives) is not permitted. If a student requires files to be transferred off a portable storage device, they are to supply the device to a staff member to have the appropriate data transferred.
11. Personal Technology devices (other than those approved by the College, eg BYOD iPads) are not to be connected to the school network. Personal Technology Devices includes, but is not limited to, games devices (such as PSPs, Gameboys, Tamagotchis etc) laptop computers, PDAs, Blackberrys, ipods, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods and devices of a similar nature.

Students should generally not bring such devices to the College.

Electronic media and Personal Technology Devices are used at their owner's risk and Capalaba State College accepts no liability in the event of loss, theft or damage to any device. Students using electronic media should display courtesy, consideration and respect for others. They should not be used in any manner which is disruptive to the normal routine and learning environment in the College. This includes iPad's brought to the College as part of the iPad Class Program.

Students should have all electronic equipment switched off and out of sight during classes. Students should only use devices before or after school, or during lunch breaks.

Cameras (including in-phone cameras) are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets. Recording of events in class is not permitted unless express consent is provided by the class teacher.

Dissemination of material (eg. Text messaging display, internet uploading to sites such as YouTube etc) which has the potential to prejudice the good order and management of the College may lead to disciplinary consequences being enacted.

Devices must not be used to record, monitor or listen to private conversations without consent being obtained.

Text or electronic messages that contain obscene language and/or threats may amount to bullying / harassment or even stalking and will subject the sender to discipline and possible police investigation.

Personal Technology Devices may not be taken in or used by students in exams or in class assessment. Staff will assume students in possession of such devices during exams or assessment are cheating.

Students wishing to use electronic media devices in special circumstances should negotiate arrangements with relevant College staff.

Permitted personal technology devices used contrary to this policy on College premises or activities will be confiscated by school staff. They will be made available for collection from the College office at the end of the school day unless required to be kept for purposes of disciplinary investigation. If a device is kept by the College for the purpose of disciplinary investigation it will only be returned to the student in the presence of a parent.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at College for at least one month, or longer if deemed necessary by the Principal.

Students may arrange to have their electronic devices or other items of value stored in a safe and secure place in the office.

12. Any damage found on school owned devices by students is to be reported immediately to the teacher.

13. The use of the internet, Intranet and Email is for educational, and research purposes only:

- Deliberate attempts to look for and use material that is illegal or which would be considered as offensive, disrespectful, threatening or discriminatory is not permitted. Only materials required for school activities as directed by staff may be downloaded. This includes downloading of music, movie and other large multimedia files.
- Students must not use inappropriate language or harass others when communicating on-line.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of direct communications such as on-line chat facilities must only be carried out under the direct supervision of a staff member and must only be part of authorised educational on-line activities.
- This agreement acknowledges that there are times where a student may be required to provide personal details eg registering for authorised on-line activities. Such details are not to be provided by the student unless permission is given by his/her teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and may result in discipline by school administration.

BY SIGNING THIS AGREEMENT AND USING THE EQUIPMENT AND RESOURCES OF CAPALABA STATE COLLEGE, THE STUDENT AGREES TO ABIDE BY THESE CONDITIONS

PARENT

I understand the conditions under which ICT facilities are made available and agree to those conditions. I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I understand that any use of ICT facilities contrary to this Agreement, will be treated as a breach of the school discipline and shall be dealt with accordingly. I understand that the school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of ICT facilities by students. Variations shall be in writing signed by the College Principal, and shall be distributed to students and shall take effect accordingly.

Parent/Guardian Name: _____ Signature: _____

STUDENT

I agree to abide by the conditions outlined in the College's Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities at Capalaba State College

Student Signature: _____