

Acceptable Use of Technology Agreement

1. Responsibilities of Users

- a) Students must comply with the rules for accessing technology resources in this document
- b) Students and Caregivers need to be aware that technology and its uses are changing rapidly and that, from time to time amendments may need to be made to the Acceptable Use Agreement. Amendments will be posted on the Assisi Catholic College website

2. Permitted use of technology resources

- a) Students must only access Assisi Catholic College technology resources for school work
- b) Students must not:
 - i. buy or sell items or services over the internet;
 - ii. access or enter chat rooms;
 - iii. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
 - iv. amend documents created by another student without that student's consent;
 - v. download, install or use unauthorized computer programs;
 - vi. deliberately install computer viruses or other malicious programs;
 - vii. gain unauthorized access to any system by any means;
 - viii. use technology resources to attack or compromise another system or network;
 - ix. access or intercept emails sent to other persons

3. Confidentiality and Cyber-Safety

- a) Students should be aware that material that they post on Internet sites (including Facebook and other social media sites) is public
- b) The content of public posts may have personal implications for students if, for example, potential employers access that material
- c) The content of posts also reflects on our educational institution and community as a whole. Once information is on the Internet it may not be possible to remove it
- d) Students should not display personal information about themselves or others in a way that is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails
- e) Students should not distribute someone else's personal information without their permission
- f) Where disclosure of personal information is made through authorised avenues, users should be aware that invasions of privacy may sometimes occur and it is outside Assisi Catholic College's control to prevent such instances from occurring
- g) Students should be aware that persons on the Internet might not be who they say they are
- h) Students must not arrange to meet persons who they have met on the Internet
- i) Students should be aware that the operation and maintenance of technology resources requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed
- j) Assisi Catholic College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required
- k) *Parents and Caregivers agree to discuss the responsible and safe use of the internet and to take responsibility for monitoring and supervising student use of the internet*

4. Cyber-bullying and Defamation

- a) Students must not use email or the Internet to say rude or unkind things about other people or send threatening, harassing or offensive messages
- b) Improper use of technology resources could amount to defamation

5. Security and Back-Up

- a) Students must allow virus checks on all attachments received by email and on all disks before opening
- b) Students must ask for assistance if they are unsure as to how to perform a virus check
- c) Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess
- d) Students must log off at the end of their computer session when using College computers
- e) Students must not use another person's name and password to access resources
- f) Students must report a suspected breach of security to a teacher
- g) Students must have their personal computers 'named' with the first and last name of the student
- h) Students must have their personal login 'named' with the first and last name of the student.
- i) Students must not void, remove or attempt to bypass any of the College's security or administrative systems and protocols
- j) Students are not allowed to access the internet via personal wireless or cellular networks during class time
- k) Students must turn off the cellular or 'hot swap' options on personal digital devices during class time
- l) Privately owned devices must be visibly labelled with the student's full name

6. Submission and Back-Up of College Work

- a) Students must maintain an unalterable, date stamped copy of all work submitted for assessment or marking for at least twelve (12) months after the **due date** of the assessment
- b) Students must maintain a backup of all College work on an external back up device. Assessable items need to be backed up regularly on an external device and on one of the cloud storage options provided by the College (gDrive or MySite). Loss of work due to students failing to back up is not an excuse for non-submission of work

7. Copyright

- a) Students must not use Assisi Catholic College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media that may be a breach of copyright or other intellectual property rights

8. Consequences following a breach of this policy

- a) Students acknowledge that they will be responsible in the event of any breach of this policy
- b) A breach of this policy will be taken seriously and may result in disciplinary action
- c) Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for a breach of School Discipline policy
- d) Cases of serious, deliberate, and / or criminal breach will be referred to external authorities and may result in civil or criminal proceedings

9. Damage

- a) Students and parents / guardians may be financially liable for damage caused to College resources
- b) Parents / guardians and students agree to accept responsibility for all damage to the College's computer and audio-visual equipment
- c) Any damage to devices provided by the College, either wilful or through neglect, may be subject to a \$150.00 'insurance excess' payment
- d) The College will provide reasonable security for all approved digital devices brought to the College. However, the College will not be responsible for any damage to digital devices brought to the College