



ICT and Internet Acceptable Use Agreement

INTRODUCTION

The following agreement covers students' use of Information Communication and Technology (ICT) facilities at The King's College for the term of the student's enrolment. ICT facilities are provided to students for educational purposes only. These facilities include access to the internet, email, school 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 mono-chrome 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 The King's College have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that is 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 user's name under any circumstances. Disciplinary action may follow.
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 unassociated 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 permitted for the transfer of school-related files to and from the school network. The storage and/or transfer of unauthorised software and other inappropriate material to the school network are not permitted under any circumstances.
11. 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 that would be considered offensive, disrespectful, threatening, or discriminatory are not permitted. Only materials required for school activities as directed by staff may be downloaded. This includes downloading music, movies, and other large multimedia files. Students who unknowingly navigate to a website that contains the material described above must clear their screen and notify their teacher immediately.
 - Students must not use inappropriate language or harass others when communicating online.
 - Students have a responsibility to report inappropriate behaviour and material to their teacher.
 - Students must not film a young person fighting, post or share a video of a young

person in a fight, ask for or keep a video of a young person in a fight.

- Students must not take photos of other students or staff without their permission. Only photographs directly related to class activities may be taken and stored on the device.
- Privacy and ownership of others' work and materials from web sites must be always respected.
- The use of direct communications such as online chat facilities must only be carried out under the direct supervision of a staff member and must only be part of authorised educational online activities.
- This agreement acknowledges that there are times when a student may be required to provide personal details, e.g., registering for authorised online 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 the school administration.

ACKNOWLEDGEMENT AND AGREEMENT

By signing this agreement and using the equipment and resources of The King's College, the student agrees to abide by these conditions.

PARENT AGREEMENT

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, or generally, 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 school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian)

Name: _____

Address: _____

Signature: _____

Agreement signed this _____ day of _____ 20____.

STUDENT AGREEMENT

I agree to abide by the conditions outlined in the school'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 The King's College.

Please Print (Student)

Name: _____

Year Level: _____

Signature: _____

Agreement signed this _____ day of _____ 20____.