



All Saints Anglican School

ICT Student Acceptable Use Agreement

As part of All Saints ongoing pursuit to develop students who act confidently and considerately in all areas of their life, the following conditions will guide students to act with integrity, develop a sense of self-discipline and model exemplary digital citizenship.

1 Protecting Privacy

- 1.1 Students keep their passwords secret, strong and unique and will not share these with others. Students understand that any activity under their password is the students' sole responsibility.
- 1.2 The email addresses of other students and staff are not to be published or disclosed without the person's specific permission.
- 1.3 Students will not disclose or publish online any private information including names, addresses, telephone numbers and other personal information of themselves or others.

2 Engage Positively

- 2.1 Students will engage positively with the school computer systems by not creating, participating in or circulating content that attempts to undermine, hack into, or bypass the hardware and software security systems that have been applied. For example, hot spotting to other devices, bypassing and or removal of any security systems installed by the School. Students must use all hardware with respect and due care and report any damage to any device to a teacher and or the IT department.
- 2.2 Communication through the internet and online communication services is positive and never threatening, bullying or harassing towards another person or makes excessive or unreasonable demands upon another person. This includes communications or materials deemed to be offensive, abusive, false, defamatory, discriminatory, sexually explicit or suggestive.
- 2.3 Students report suspicious emails, scams, websites or any communications that they feel is inappropriate or makes them feel uncomfortable to a teacher.

3 Respecting Intellectual Property

- 3.1 Students will respect the intellectual property of others by not plagiarising another person's work. They will acknowledge the author or source of any information used, and ensure permission is gained before electronically publishing any users' work, drawings or images.
- 3.2 Students will not download any unauthorised material including software, music or media and understand that any use of the computer systems is predominantly associated with curriculum or educational activities.

4 Creating a Positive Digital Footprint

- 4.1 Students understand that once information makes its way online it can be difficult to remove and can be quickly shared around. Students will stop and think about any content before they post or send it.
- 4.2 Students' online reputation and digital footprint are very important both now and in the future. Students must also be aware of their obligations under the school's *Social Media Policy*.
- 4.3 Students are aware that an authorised school staff member can track and view all online communications including email, social media communication and other forms of electronic communication. They may also access any device in order to audit digital files for inappropriate content, hazardous viruses, other malware and illegal software.

5 Responsibilities

- 5.1 Students who do not abide may face sanctions that result in withdrawal of online access, suspension or expulsion.