



St Mark's

ANGLICAN COMMUNITY SCHOOL

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Part of AngliSchools

Information and Communication Technology (ICT) STUDENT ACCEPTABLE USE AGREEMENT

St Mark's Anglican Community School is committed to creating and maintaining a culture of positive digital citizenship that is in keeping with the School Values and Student Code of Conduct, while ensuring that it meets legislative and professional obligations. The School aims to develop and support students to be safe, smart and responsible online citizens and users of technology. This agreement (updated, January 2025) includes minor changes and will remain valid until the student leaves the School. Students will be informed (new students) /reminded (returning students) about relevant aspects of this agreement at the start of each School year, and are required to adhere to all expectations. A copy of the most up-to-date version of this agreement will be accessible to students and parents/carers via the SEQTA welcome page.

School ICT resources include, but are not limited to, hardware, software, applications, internet access, online resources, network, systems and human resources.

When using School ICT resources, students are required to adhere to the following:

1. Students will behave responsibly and respectfully at all times when using School ICT resources. This includes, but is not limited to:
 - Privacy and security – yourself and others e.g. keeping passwords secret; not using staff or other students' devices or accounts; only using your School-provided email address; keeping personal information private.
 - Images and videos – permission and sharing e.g. only using, editing or sharing images, photos and videos of students or staff members within the School with their explicit permission; only sharing images and videos beyond the School with explicit teacher permission.
 - Care of equipment e.g. taking all reasonable care when using and transporting equipment – this includes **always using a School-provided protective case when transporting and storing School-owned devices**; ensuring that School-owned devices are not physically customised in any permanent way; reporting any damage, loss or malfunction to the IT Department as soon as possible.
 - Online communication e.g. always communicating respectfully with staff and other students; never engaging in communications (including posting) which might offend others or be seen as bullying or harassment; never sending unsolicited files to others.
 - In-class usage e.g. only accessing sites, applications, software and files which are relevant to the current class task; only accessing or using resources as directed or explicitly permitted by the teacher.
 - **The School has the final say in what it deems to be irresponsible or disrespectful behaviour, or behaviour which otherwise contravenes the School values or Student Code of Conduct.**
2. Students will be held responsible for their own actions when using network, internet and electronic communication. All internet activity is logged. Random checks of activity or devices may be undertaken. Should a specific issue arise, relevant records will be accessed. All data coming from, being received through, or being stored on the School network should be considered public. This includes all electronic communications.

3. The School internet is a filtered and monitored system. Bypassing, or attempting to bypass, the School's filtering systems while on campus is not permitted. This includes using VPNs, proxy sites and hotspotting to personal devices.
4. Students are not permitted to download any unlicensed, inappropriate or pirated software or material (e.g. music, games, videos) from the School network or onto any School-owned devices. Breaching copyright is a serious legal offence – if a student is in any doubt, they must always check first with a teacher, Head of Digital Learning or the IT Department. Any software or material which is downloaded onto School-owned devices by students must be for educational purposes only.
5. Students must ensure that they do not use School ICT resources to engage in any illegal activity, or for financial or commercial gain.
6. When communicating electronically with School staff members, students must only use School provided services.
7. Social Media may only be accessed by students during School hours (whether onsite or offsite e.g. excursions) with the explicit permission of the teacher, for educational purposes, and complying with appropriate age restrictions, in accordance with the School's Social Media Policy.
8. Mobile phones may only be used by students during School hours (whether onsite or offsite) with the explicit permission of the teacher, under teacher supervision, for educational purposes, in accordance with the School's Mobile Phone Policy.
9. Generative Artificial Intelligence (GenAI) tools may only be used for School-related tasks (at School or home) when and as explicitly directed or permitted by the teacher, using only School approved tools, and with adherence to age restrictions. For relevant assessments (e.g. presentations, take home essays etc.) acceptable use will be indicated on assessment cover sheets, and these will be visible in SEQTA. All GenAI tools used must also always be cited in bibliographies.
10. Students will report any inappropriate behaviour or material to their teacher, member of the Pastoral Care team or other trusted staff member (this could be via a parent/carer).
11. Students are entirely responsible for the safety, whereabouts and protection of their personal devices while on campus and during School-related, off-campus activities e.g. camps, excursions; **the School accepts no responsibility for any damage or loss incurred to personal devices** .
12. As per their Conditions of Use, some websites, software and applications require parental permission. Where the use of websites, software and applications meets their Conditions of Use, Australian Privacy Laws and the School's policies, **parental acceptance of this agreement indicates consent to their child's use of those sites, software and applications.**

I have read and understood the Acceptable Use Agreement and agree to follow and support the points outlined above. Consenting to this agreement includes consent by all of your children who are students at St Mark's. I understand that any breach of this policy may result in consequences imposed as per the Student Code of Conduct.

V2/2025