



St Mark's

ANGLICAN COMMUNITY SCHOOL

Wednesday 18 November 2020

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A School of the Anglican Schools Commission Inc.

2021 STUDENT ACCEPTABLE USE AGREEMENT Information and Communication Technology (ICT)

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.

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 or sharing images or photos 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; reporting any damage 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; always accessing or using resources only as directed 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. Please note that 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 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, for educational purposes, in accordance with the School's Mobile Phone Policy.
9. 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).
10. 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.
11. 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, the parental signature below indicates agreement to their child's use of those sites, software, and applications.

I have read and understood the Student Acceptable Use Agreement (or a staff member or parent/carer has explained relevant aspects to me) and agree to follow the points outlined above. I understand that any breach of this policy may result in consequences imposed as per the Student Code of Conduct. This may also include removal of access to School ICT resources.

Student's Signature*: _____ Parent/Carer Signature: _____

2021 Year Level: _____

Name: _____ Name: _____

Date: _____ Date: _____

*For students in Year 1 and below, student signatures are not required, but a parent/carer's signature acknowledges that the parent/carer has explained relevant aspects of this agreement to their child and they are confident that their child understands their responsibilities and requirements.