Mernda Hills Christian College

ICT Acceptable Use Agreement - Students

Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Gilson College					
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Mernda Hills Christian College					
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Rationale

The purpose of this agreement is to ensure that all use of Mernda Hills Christian College Information, Communications and Technology (ICT) resources are legal, ethical, and consistent with the aims, values and objectives of the college and the responsibilities implied to the staff and students in its care.

Mernda Hills Christian College is an institution charged with the safety and education of children; as a Christian institution its policies strive to provide the highest achievable ethical and moral standards.

The College also has Occupational Health and Safety obligations to employees and students, which must comply with State and Federal employment, anti-discrimination, and sexual harassment laws. It is thus of paramount importance that the Mernda Hills Christian College ICT resources are used appropriately and professionally at all times.

Implementation

The following documentation is to be read and signed during each student's initial College registration process by both the parent/guardian and the student before utilising the Mernda Hills Christian College network.

This agreement is binding on ALL ICT resources utilised within the environments of Mernda Hills Christian College on and off campus.

All ICT resources purchased by Mernda Hills Christian College on behalf of parents/guardians, remain the property of the College until payment has been received and ownership has been transferred in writing via this agreement, and all receipts issued for payment.

General usage:

1. Students must adhere at all times to the Mernda Hills Christian College Acceptable Use Agreement (AUA) that operates under the requirements of the Internet Acceptable Use Policy.

2. This AUA applies to the use of College-supplied and self-purchased ICT resources (e.g. iPads) within the environments of the College, on and off campus;

3. Students will be required to bring their ICT resources to school fully charged every day. Battery management is the responsibility of each student, who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day;

4. Students must carry their ICT resources, including self-purchased ICT resources in an approved protective case at all times. The basic carry case provided with the ICT resources purchased through the College affords some level of protection against drops, knocks and minor liquid spills. Parents/Carers may wish to provide their child with a more robust protective case;

5. ICT resources are not to be used while travelling on College buses;

6. Only applications that are available via Self Service should be installed on the ICT resources. All applications, games, music, movies, and software on the ICT resources must be legitimate and legally licensed, complying with the *Guidelines for Classification of Films and Computer Games*. The College cannot permit students to use illegal software or applications. Unauthorised copying of software, applications or information belonging to others is prohibited and may be deleted from the student's ICT resources/s;

7. Parents/Carers are expected to monitor the use and installation of any non-College required applications that are loaded onto the ICT resources at home, to ensure that any private applications are age appropriate. Students are permitted to use social networking tools during College contact hours **only when instructed** by the duty educator;

8. Deliberate attempts to avoid the College's restrictions of access to sites deemed inappropriate is forbidden and will be dealt with under the College's discipline policy and procedures. **<u>Under no circumstances are ICT resources to be 'jailbroken' or use virtual private networks (VPN)</u>**;

9. The **setup, configuration and profiles of the ICT resources/s are not to be changed.** Students may install (where applicable) home printer drivers and configure the ICT resources for access to home networks or home Internet Service Providers after consultation with the Information Technology Team. However, it is the responsibility of the student to ensure that the ICT resource/s remain in a state ready to be connected to the College network;

10. ICT resources that are hacked may be reset without notice. Reformatting of the ICT resources will be undertaken when deemed necessary by Mernda Hills Christian College teachers, leaders, or Information Technology Team. Reformatting will cause all applications and files on the ICT resources to be erased and the ICT resources will be returned to its original state;

11. The College will not repair ICT resources. Parents/Carers are advised to add College or personally purchased ICT resources to their home contents insurance policy;

12. ICT resources will be secured in student desks or tubs in a locked classroom (Yr. 4–6) or in student's locked lockers (Yr. 7–12) whenever they are not in the student's direct possession. ICT resources should not be left unattended in bags or classrooms.

13. Students will not be permitted to use their ICT resources during recess and lunchtime unless under the direct supervision of a College staff member for an educational purpose;

14. Students are encouraged to store private or sensitive information and transfer personal photos, music, and non-school apps to another location, such as iCloud, Google Drive, or other ICT resources.

15. Schoolwork is not to be deleted without teacher permission;

16. Students are responsible for backing-up personal data on a regular basis, as well as ensuring the integrity of the data on their ICT resources;

17. The student is responsible for the appropriateness and scanning of all files and data stored on the ICT resources, including all data contained within cookies, caches, and temporary Internet storage areas;

18. Students **MAY only take photos or videos of other students or staff with their <u>express</u> permission.**

19. Students must not have unauthorised material, such as photos or videos, in their possession or upload unauthorised material to any website, social media site, network or private or public storage area intended to defame an individual, organisation, association, company and business. Students may not pass unauthorised material to other people;

20. Misuse of the ICT resources and breaches of the AUP may result in apps being deleted, email messages, electronic documents and records being retrieved from back-up systems and organisations, and/or the equipment being confiscated. Parents/Carers will be required to attend the school to collect the ICT resources.

Transport to and from school:

1. ICT resources **must** be carried in a school bag at all times;

2. ICT resources **must always** be carried in its case. This minimises the chance of damage;

3. As the student travels to and from school, they should avoid putting their school bag on the ground;

At home the following is recommended for care of your ICT resources:

1. ICT resources should be kept away from eating areas. Students are advised to refrain from eating food or drinking when using the ICT resources at home;

2. ICT resources should be stored flat and kept away from hot or cold surfaces;

3. Power cords should be used whenever possible to avoid the battery being run down;

4. ICT resources should be charged overnight to ensure a full battery for school use the next day;

5. Solvents should not be used to clean ICT resources;

6. The ICT resource is for the sole use of the student named in the agreement.

Loss/Damage/Theft of ICT resources:

1. With the knowledge and permission of the classroom teacher, students must report immediately to the Mernda Hills Christian College IT team any malfunctions of ICT resources/s. A technician will determine if the fault is in the ICT resources hardware, software, or the College's support infrastructure e.g. the wireless network;

2. If the fault is found to be in the ICT resources hardware, parents/carers, (as the student's representative) may be responsible for repair of the fault;

3. To ensure the 12-month warranty is not voided, it is recommended that broken screens be replaced with genuine Apple parts. NOTE: Replacing screens with non-Apple parts voids the warranty. If this occurs and the ICT resource is found to be unrepairable, parents/carers will be asked to purchase another ICT resource at their own expense.

Parent/Carer name: _____

- I, the above-named parent/carer, acknowledge that I have read and understand the Mernda Hills Christian College Acceptable Use Agreement (this document). I agree to abide by the conditions described above.

The student receiving ICT resources is: _____

- I, the above-named student, acknowledge that I have read and understand the Mernda Hills Christian College Acceptable Use Agreement (this document). I agree to abide by the conditions described above.

Parent signature: _____

Student signature:_____

Related Policies and Processes

- Child Safety and Wellbeing Policy
- Community Code of Conduct
- Digital Technologies Policy and Procedures
- Internet Acceptable Use Policy
- Student Code of Conduct