



ICT STUDENT USER AGREEMENT / CODE OF CONDUCT/ CYBER SAFETY

Information and Communications Technologies (ICT's) are electronic devices and/ or applications which allow users to record, send, access or receive information in textual, audio, image or video form. To promote the safe and responsible use of ICT's, Sheidow Park School has developed the following guidelines

Acceptable uses

ICT may be used:

1. For educational purposes under teacher supervision.
2. To access files, programs, email and internet resources under teacher direction.
3. To access the internet and email for educational purposes only.

Students must:

1. Use Department-provided email accounts when communicating online.
2. Obey the rules of privacy and copyright, and keep their passwords and personal files secure.
3. Use available storage space for school-related purposes only.

Any use of ICT which is inconsistent with this policy or is used in any other inappropriate manner, including and not restricted to the wilful damage of school property, may lead to disciplinary action.

Staff reserve the right to access all ICT services provided to students, including email and data, stored on school systems.

Notification

Students should:

1. Disclose to their teacher any messages which they receive which are inappropriate or disturb them.
2. Notify their teacher if they identify a possible security problem.
3. Disclose to their teacher any accidental access to inappropriate material.
4. Notify their teacher if they are offended by another person's use of ICTs.

Parent/Caregiver

I acknowledge that my child has read and understands the contents of this policy.

Name: _____

Signature: _____ Date: _____

Unacceptable uses

ICT may not be used to:

1. Gain unauthorised access to any computer system or service. This includes using another person's account or accessing another person's files or emails.
2. Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
3. Engage in any illegal act, such as threatening the personal safety of others.
4. Bully or harass others.
5. Install or use software which is not licensed by the school.
6. Post information that, if acted upon, could cause damage to or disrupt the network.
7. Post or respond to chain letters or engage in spamming.
8. Re-post a message that was sent to you privately without the permission of the person who sent the message.
9. Take part in online chats, discussion groups or mailing lists without teacher permission.
10. Use the school's ICTs to purchase, order or sell any goods.
11. Attempt to access inappropriate material which:
 - is profane or obscene;
 - advocates illegal acts; and
 - advocates violence or discrimination towards other people.
12. Download extensive files unrelated to school work.
13. Access any form of VPN (Virtual Private Network) software or sites.
14. Connect any personal device to the school network unless consent has been granted under special circumstances.

If a student does not comply it may result in disciplinary action which includes but is not limited to:

- **Reflection room notice**
- **Ban from using ICT at school for a period of time**
- **Police involvement**

Student

I acknowledge that I have read, understood and will abide by the contents of this policy.

Name: _____ Class: _____

Signature: _____