



PRESHIL ICT - ACCEPTABLE USE AGREEMENT

All users will use the Preshil Information and Communication Technology (ICT) system in an appropriate manner.

Preshil will put in place protocols to protect the privacy and dignity of individuals and security information, to maintain the public standing of the school.

Users will sign a User Agreement.

Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Using my Preshil email address only for school related matters and not for private or inappropriate communication, understanding that when using this address I represent myself as a student at the school
- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video

recordings before forwarding them to other people or posting/ uploading them to online spaces.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by Preshil or accessed using Preshil owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, iPads, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Behaviour Management Policy if I do not behave appropriately.

Details

Date: _____

Student name: _____

Student Signature: _____

Parent/Guardian name: _____

Parent/Guardian Signature: _____