

ICT Agreement Policy and Procedures

ICT NETWORK, FACILITIES AND EQUIPMENT AGREEMENT

The College and the Department monitor access to and usage of the ICT network. For example, e-mail monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.

Student Agreement

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers around the world. While I have access to the school's ICT network: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately quietly inform my teacher, or at home tell my parents/guardians.

If I receive any inappropriate emails at school I will tell my teacher or if I receive any at home I will tell my parents/guardians.

When using e-mail or the internet I will not:

- reveal names, home addresses or phone numbers – mine or other persons
- use the school's ICT network (including the internet) to harass or offend anyone

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for a period of time.

Student's name:	Student's signature: here:	Initial	Date:
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Parent / Carer Agreement

I understand that the school provides my child with access to the school's ICT network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the College cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network. Furthermore I will advise the College if any inappropriate material is received by my student child that may have come from the College or from other students.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the College. This may include loss of access and usage of the school's ICT network for some time.

Parent/Guardian's name:	Parent/Guardian's signature: here:	Initial	Date:
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Please return this page to the College office as soon as possible. You may keep the other pages of this document as a reference

The Department of Education, Training and Employment through Acceptable Use of the Department's Network and Information, Communication and Technology (ICT) Network and Systems is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure:

- appropriate usage of the school network and appropriate usage of mobile private devices within the school network.

The information will only be accessed by authorised school staff to ensure compliance with Acceptable Use of Department's Information, Communication and Technology (ICT) Network and Systems. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.