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ICT ACCEPTABLE USE AGREEMENT

Burra Community School is committed to providing a cyber-safe learning environment to all students. This agreement must be read and acknowledged by all students prior to the use of any school or Department ICT devices, facilities or services. This agreement applies to all on-site technology, software, loaned devices and personal devices (where permitted) connecting to the school network.

Access and use

- No student is permitted to use an electronic device at school unless a current ICT Acceptable Use Agreement has been signed and received by the school.
- ICT assets, including information and communication technology ('devices') must only be used for educational purposes; and may not be accessed outside of school hours.
- Students may not access school-owned devices for private use.
- Students may not access personal devices during school hours (refer also, Mobile Phone Policy, including circumstances for an approved exemption).

Damage

- Students are responsible for the care of their assigned school device and any school device they are permitted to use.
- All school ICT assets should be respected and treated with care - any damage or breakages must be reported to a staff member immediately.
- In circumstances where a device is damaged by abuse or a malicious act, reimbursement may be sought by the school.

Security

- Students must only use their own assigned computer network account.
- Passwords and personal account information are to remain confidential; students must not share personal information with third parties.
- Students are not permitted to alter or disable settings for virus protection, spam and web or email filtering that have been applied as a Departmental standard on school devices.
- It is strictly forbidden for students to access and/or download or install unauthorised software, programs, graphics or music.
- Students must report any security breaches or concerns, including any inappropriate content or communication they may receive, as soon as possible to a staff member.
- Access to the school's network is tracked and monitored and school staff reserve the right to act on any security matter that contravenes this agreement.

Safety - privacy and confidentiality

- Students must not use an electronic device to initiate or forward information deemed inappropriate; containing, but not limited to, a message that was sent to them in confidence, a virus or attachment that is capable of damaging a recipients' device, or anything that presents a cyber risk.
- School ICT assets must not be used to access or share inappropriate content online, including sexually explicit materials, obscene depictions, harmful materials, illegal activities, profane or abusive language, or content that other students may find offensive.
- Students must not forward chain letters, spam or other unsolicited communications.
- Students must not take photos or videos of another individual without their consent.
- When using online communities, students must communicate kindly and respectfully at all times; they must not participate in harassment or bullying using electronic devices and platforms.

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Intellectual property and copyright

- Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Copyright materials (including games and movies) must not be illegally downloaded onto or accessed using school or department issued ICT assets.

Management of Agreement

Staff

- The use of an electronic device during the school day is at the discretion of teachers and staff. The class teacher will manage the use of electronic devices during their lessons.
- Staff maintain the right at all times to stop, confiscate, suspend the use of an electronic device and/or report a student to leadership staff, parents and/or police if they suspect an e-crime or cyber safety infringement has occurred or is at risk of occurring.

Students

- Students must sign the Acceptable Use Acknowledgement before they use an electronic device at Burra Community School.
- Students are held responsible for adhering to the conditions of use outlined in this Agreement.
- Students must use their electronic device as directed by their teacher at all times (including both in and out of class).
- Failure by a student to adhere to this Agreement will result in disciplinary action managed under the school's behaviour management policy and procedures, as well as the withdrawal of access to electronic devices and their use at Burra Community School.

Parents/caregivers

- By signing this Agreement, parents/caregivers:
    a. provide consent for their child to use electronic devices at school under the conditions outlined in this Agreement.
    b. agree to the terms and give permission for the school to implement and manage the ICT Acceptable Use Agreement.

Management of breaches

Breaches of the Acceptable Use Agreement will be managed accordingly, and may include the following strategies, as appropriate and required:

- Incident management as per the school's behaviour management policy and procedures; and Department incident management requirements.
- Confiscation of an electronic device.
- Loss of privileges/access to the school's ICT network and assets.
- Recovery of associated repair and/or replacement costs from a student's parent/caregiver.
- Referral to Police.