



Information and Communications Technology Acceptable Use Policy and Agreement

This policy covers the following areas:

- Use of the Aitken College computer network and internet access.
- Use of the internet when such usage has defined impacts on the College and its community.
- Use of personal electronic devices at school or in a manner that has an impact on the College community.

1. College Network Usage

- 1.1 You have been provided with an individual username and password; these must not be disclosed to any other person and students must not log on to the network using any other username or password.
- 1.2 You must log off when leaving a computer; you are responsible for all usage of the network under your username.
- 1.3 You are permitted to use the network only for educational purposes as required by the College. You must not play games, download unauthorized software, music or video, or use social networking.
- 1.4 You must not access or interfere with other users' files or settings or interfere with, move or delete shared files.
- 1.5 You must not bully, harass, threaten or intimidate others; all communication should be fair, respectful and courteous.
- 1.6 You should back-up your work using the school network or personal portable or cloud storage.
- 1.7 Do not interfere inappropriately with College equipment; refer any problems to your teacher.
- 1.8 Minimise printing; consider other people and the environment. Review documents on screen before the final print.
- 1.9 You may only connect personal devices to the network that are permitted by your school; these must only be used for College educational purposes. Refer to your Head of School if you are unsure.

2. College Internet Usage

- 2.1 Internet access is for educational use only and should be limited; usage is monitored and may be reviewed.
- 2.2 The College's internet filtering systems must not be circumvented and you must ensure you do not access any material that is inappropriate, offensive, discriminatory or intimidating.
- 2.3 Date limits may be set; exceeding your limit may result in curtailed access and incurring of a usage cost.
- 2.4 College email addresses should be used in a responsible and appropriate manner, using positive, respectful and appropriate language. Email must not be sent to multiple recipients unless permitted by your teacher.
- 2.5 Aitken College will not be responsible for any loss or liability incurred by you through your use of the internet.
- 2.6 Copyright laws must be respected and sources appropriately acknowledged. You must not download or copy material, software, video or audio without ensuring that your usage does not violate copyright.

3. Personal Information and Communications Technology (ICT) Usage - includes use of mobile phones.

- 3.1 You must not use ICT (in or out of school) to bully, harass, defame, threaten, intimidate, racially vilify or refer to in a derogatory manner, any other member of the College community or with whom the College has a relationship.
- 3.2 You must not use ICT in any way that brings discredit on the College or you as a member of the College community; this includes inappropriate communications with people outside the College.
- 3.3 You must not show your support of any inappropriate activity; this includes becoming a member or friend of a social networking page or internet website that contravenes 3.1 or 3.2 above.

- 3.4 You must not upload or transmit images of College activities, facilities, staff members or students in uniform (or identified as from Aitken) without specific permission from the College.
- 3.5 You must not use ICT, including social networking and blogging, to make comments or post information that may breach the privacy of any other student or staff member or cause offense.
- 3.6 You are advised to protect your own privacy, identity and reputation by not posting online personal information such as your address, school, contact details, email address, phone number or inappropriate images.
- 3.7 Mobile phones may only be used in school hours with permission; they may be confiscated if used inappropriately.
- 3.8 Photographs or video of other students, staff or school activities may not be taken without College permission.
- 3.9 The College's name and logo must not be used without specific permission.
- 3.10 Personal electronic devices may only be used at school under specific teacher permission. Their usage in class will only be for purposes directed by the teacher; devices may be confiscated if used inappropriately.

4. Appropriate Actions

- 4.1 You should report to a teacher any actions you observe involving inappropriate usage of ICT resources.
- 4.2 If you are the victim of bullying, harassment or intimidation, or you observe or are aware of such behaviour, you should seek advice from a member of staff.
- 4.3 If you believe that your username may be used or known by another person, report this to your Head of School.
- 4.4 Report all faulty equipment, including paper jams; do not attempt repairs yourself.
- 4.5 If you accidentally access inappropriate material, do not allow others to see it and immediately notify a teacher.

5. Responsibility and Liability

- 5.1 Personal devices are brought to school at your own risk; you are solely responsible for the security and safekeeping of your property. College staff may assist but will not be held responsible for damage, loss or theft.
- 5.2 Where a personal device is required by the College, you are responsible for its security, maintenance and repair. The College will supply a locker but you are liable for any loss, damage or theft.
- 5.3 You are advised to arrange your own device warranty, care plan or insurance as appropriate.

The College reserves the right to, at any time, and without prior notice, examine email messages, students' files stored on the network, internet favourites and browsing history for material that may constitute a breach of this policy. At any time, a student's real-time network activity may be monitored and recorded.

This policy may be supplemented by school-specific rules that will be made known to students when necessary. Actions that contravene this policy will result in disciplinary action that may include one or more of the following:

- Loss of access to College ICT resources.
- Detention, suspension or expulsion from school.
- Requirement to reimburse the College for loss or damage to equipment.
- Involvement of or cooperation with the Police.

Student Agreement

I have read, understood and agree to abide by the Acceptable Use Agreement above.

Student Name:..... Homeroom:..... Signature:

Witnessed by Parent

Parent Signature: Date: