



SHELLHARBOUR ANGLICAN COLLEGE

SENIOR SCHOOL

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

STUDENT ACCEPTABLE USE AGREEMENT

The use of any electronic service is a privilege, not a right. As a Shellharbour Anglican College (SAC) student, you are privileged to have access to wide-ranging computer and network facilities within the College.

The College encourages you to make full use of the resources that are available to you, and to take every advantage of the opportunities that access to computers and the Internet provides. Any activities that impact adversely on users inside or outside the College, or that adversely affect the College's reputation, will be considered a serious breach of the College's rules.

The Information Technology Manager and appropriate staff will monitor student use of the College's Network to ensure that they are not using the College's resources for inappropriate or non-College related activities, and to enable the Head of College to be satisfied that the College is meeting its obligations to students. The Information Technology Manager and other appropriate staff will also maintain an extensive record of which students have used a particular computer, and also a log of all Internet access.

The College makes no guarantee of any kind, whether expressed or implied, for the network service it is providing. The College will not be responsible for any damage a user suffers. This includes damage to personal technologies, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the College or a third party or by the user's errors or omissions.

In order to ensure that students use the Internet in a safe and responsible manner and to ensure that there is continued availability and equity of access to the College's ICT facilities, all students need to agree to and adhere to the following:

Expectations:


1. Do not eat or drink in the vicinity of any technology.
2. Do not use College ICT equipment without a teacher present.
3. Personal ICT devices should not be used without a teacher's permission.
3. Do not disconnect or dismantle computer equipment or attempt to connect, assemble or modify ICT equipment.
4. Use of College ICT devices should be restricted to activities, software/apps, data and equipment that your teacher has authorised you to use.
5. Stealing ICT equipment, peripherals and software will be deemed to be a serious incident resulting in a student's position in the College being reviewed.
7. You must not use any ICT in a teacher's office, general staff work area, or in an area set aside for teachers' use.
8. Your personal folders on the College network, Canvas or College administered cloud storage is for storing work that is relevant to courses currently being studied. Any previous or other work should be stored off the network.
9. To help save paper, you will only print material that is absolutely essential. Printing is only to occur with the permission of staff.
10. Lunchtime access and use of Information Technologies by students is only to occur with permission from a teacher.
11. Students will ensure that their personal ICT devices are kept secure.
12. Students are only allowed to use the College Network for purposes directly relating to their academic or cocurricular program.

Responsibilities:

Students are expected to use the Internet and the College Network in a responsible manner. Specifically, students will:

1. Respect the rights and privacy of others.
2. Not access or send information that may be considered offensive, inappropriate or anti-social in our College environment such as profanity in messages to other students, hurtful comments, pornography, photographs of others when College permission has not been given or photographs that have been changed or altered to make fun of others.



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3. Use all modes of electronic communication with integrity by being honest, sensitive to others and reliable in what you communicate. Nothing that is sent through or posted on the Internet can be guaranteed to be private and can be traced, printed off and given to the College or to the police.
 4. Not use any ICT device, social media or other ICT forums to harass another student within our College Community. Harassment using ICT devices includes, but is not limited to, the sending of unwarranted messages or messages that are derogatory, defaming or hurtful via e-mails, blog comments, social media posts, in chat rooms or on other websites, MMS or text messages and other modes of electronic communication.
 5. Not make comments on the Internet or send comments via any electronic communication device that could hurt the reputation of SAC.
 6. Not use the College's Network for chatting or social networking under any circumstances without the consent of a teacher and for academic related purposes.
 7. Not reveal personal details such as PIN, address, passwords, date of birth and account details.
 8. Ensure that the information that is gathered from the Internet for use in assignments and other academic work comes from a reliable source, as information published on the Internet may be inaccurate.
 9. Not plagiarise or violate copyright law in any fashion.
 10. Not impersonate others when using the Internet, e.g. claiming to be someone else.
 11. Not log on using someone else's account.
 12. Understand that any breaches on a student's log-in profile will be considered to be that student's responsibility.
 13. Notify a teacher if you believe that you have identified a security problem or any other problem with the College's network.
 14. Not create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
 15. Not try to access data that does not belong to them and which is stored on the College's network understanding that those who do so are committing a criminal offence and it is likely that students who attempt to intentionally seek to access confidential information may face serious sanctions and a police report may be required. It is important to note that it is a criminal offence to:
 - a. use the Internet to obtain access to data that is the property of others, without permission. Maximum penalty – 2 years imprisonment
 - b. use the Internet to cause damage, delete, alter or insert data into records that belonging to others without permission. Maximum penalty – 10 years imprisonment.
 16. Act responsibly regarding the taking of photographs and videos, the sending of these using electronic devices and the posting of them on the Internet. It is expected that students will:
 - a. not take photographs or videos at the College or College related functions, tours or activities without the permission of a teacher.
 - b. not distribute or post photographs, graphical images or videos of students, teachers or their relatives on the Internet without the permission of the particular student, teacher or relative of the student or teacher.
 - c. not record, upload or distribute any visual or auditory material concerning staff and other students without permission of a teacher.
 17. Report any breaches of College Network security and inappropriate ICT use to parents, class teacher &/or the relevant Head of House as appropriate.
 18. Not access private networks including VPN's at the College.

Consequences:

Failure to abide by the above expectations and responsibilities will result in disciplinary consequences. Severe matters could also be referred to the police.





Student Agreement

1. SAC Network and other ICT services exist to support the curriculum and educational needs of the College community. I will only use this service for curriculum related purposes unless I have been given permission by SAC staff to do otherwise.
2. SAC neither permits, nor allows, access to inappropriate sites and material. I will not use the College’s Network to access unacceptable material of any kind, or access unacceptable material whilst on College premises or activities.
3. I will not break copyright law by copying and/or using another’s work; and I will not use another person’s work without correctly acknowledging the source.
4. I will not knowingly or recklessly:
 - Use the Internet to menace or harass another person; or
 - Use the Internet in such a way that would be offensive to others.
5. In consideration of others, I will use the Network services and resources efficiently.
6. I understand that the College reserves the right to confiscate and to review the contents of any ICT device (including but not limited to tablets, computers, mobile phones and storage devices), suspected of being used inappropriately at College or College events. The College will keep confiscated devices for the duration of any subsequent investigation. I agree to give access to the confiscated devices by inputting my password into the device in the presence of a senior member of the SAC staff.
7. I have read the guidelines and expectations set down in the SAC Information and Communication Technology Acceptable Agreement form. I agree to abide by the expectations as outlined in this Agreement and to use the Internet within the College and outside of the College in a responsible manner as stated in this Agreement. I understand that violation of this Agreement will be treated as a serious offence and may result in the consequences as outlined above.

Print Name.....**Year**.....**House**.....

Student’s Signature.....**Date**.....

Agreement by Parent or Guardian:

I have read the SAC Student Information and Communication Technology Acceptable Use Agreement and give permission for my son/daughter/ward to access the Network at SAC under the conditions stipulated.

I understand that, even though student use of the Internet is monitored, it is not possible for SAC to continuously monitor and restrict access to all controversial materials. I therefore will not hold the staff, the Head of College or Head of Senior School responsible for the accuracy or nature of material acquired by my son/daughter/ ward from the Internet.

Parents are expected to take responsibility for their child/ward’s ICT use and their cyber activity. It is expected that parents and the College will work in partnership with the enforcement of sanctions where there has been in breach of this Agreement.

Parent’s/Guardian Signature.....**Date**.....

This agreement must be signed and returned to your child’s Tutor by the end of week 2. Failure to return the form will result in your child’s College Computer Account being deactivated.

Thank you for your help in this matter.

Updated Tuesday, 16 February 2021

