



ST ALBANS
SECONDARY COLLEGE

St Albans Secondary College ICT Users Agreement / Policy

ICT and the use of digital technologies now play a major role in most aspects of day-to-day life. So it is in education.

To maximise the efficient and productive use of Digital Technologies in the College, each user has a number of Rights and Responsibilities that they should be aware of and adhere to. This agreement sets out those Rights and Responsibilities.

Date: _____

Student Name: _____ Student ID: _____ Home Group: _____

Student Rights & Responsibilities

Rights:

- To have access to the College's IT network, hardware (desktops, notebooks and portable devices as determined by the College's policies), supporting equipment (including printers, cameras, etc.) and software that is appropriate to their studies.
- To have access to the internet, with filtering appropriate to their year level and studies.
- To receive IT Technician support for issues relating to connection to the college network and internet.
- To leave devices with a school technician for company pick up/repair if it was purchased through the school's recommended suppliers.
- To expect the network to be a safe and secure environment in which to work and learn.

Note:

The school has the right to monitor access and review all use. This includes personal communications sent and received on computer/s accessing the school network/internet and/or network facilities at all times.

Responsibilities:

- To ensure that their behaviour does not in any way damage or interfere with the College's network or equipment.
- To ensure their device is brought to school each day, fully charged.
- To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- To take all reasonable steps to safeguard their personal equipment.
- To use the college's IT equipment and infrastructure in a legal and appropriate manner, and not attempt to nullify or negate any policies or procedures the College has in place.
- To be aware that all other users have similar rights to their own.

College Rights & Responsibilities

Rights:

- To expect that all users understand their Rights and adhere to and accept their responsibilities.
- To deny access to the network and internet for any student who abuses their responsibilities.
- To manage the level of access to the internet for individual students to maximise the benefit to all members of the college community.
- To determine which digital devices are suitable for connection to the school's network.

Responsibilities:

- To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during College hours.
- To put in place policies and procedures that safeguard users privacy, and secures their files .
- To put in place policies and procedures that monitor the IT network and infrastructure, which safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DEECD.
- To provide user support that relates to connection to the college network (including supporting devices such as printers), access to the college's internet services and minor operational issues.
- To provide support for warranty repairs where a device was bought from one of the school's recommended suppliers.

Consequences

Where a student does not meet their responsibilities and their behaviour relates to:

- Disruption/damage to the network.
- Inappropriate use of the network (eg. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- Damage to college equipment.
- Theft or damage to devices owned by other students/staff.

The college will impose consequences which may include, but are not limited to detention, disconnection from the network, payment for any damage, and suspension. This agreement covers all student devices connected to the network, whether they are personally owned, or supplied by the school through the existing Netbook or equity programs.

I understand the Rights and Responsibilities that I have as a user of St Albans Secondary College's IT network, infrastructure and equipment and agree to be bound by them.

I also agree that should I be uncertain of a particular issue or situation, and whether it meets my Rights and Responsibilities, I will seek clarification from the College.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signed: _____ Date: _____

This policy was last ratified by School Council in...

August 2014