YEAR 7-12 STUDENT AGREEMENT

As a computer user of St Francis de Sales College, I will follow these rules:

- I will only use the ICT equipment for educational or approved class-based purposes.
- I will take care of the College's hardware and software.
- I will be responsible for my own iPad or other mobile electronic device.
- I will only use resources, software and apps that have been approved by the teacher.
- I understand the use of the Internet and email is a privilege.
- I will keep my password private and not use the passwords of others.
- I will not pretend to be someone else or disguise my identity when accessing online communities.
- I will not give out personal information such as name, address, and phone number of myself or others.
- I will access the Internet for resources that are relevant to my school work.
- I will not download material without teacher approval.
- I will not deliberately access inappropriate or offensive material. If I accidentally come across something that is inappropriate and possibly breaches the ICT agreement, I will immediately close the application I am using or leave the internet site and inform the teacher.
- I will not record pictures, video or audio of anybody without first getting permission from that person and the teacher.
- I will not publish pictures, video or audio of myself or others without teacher approval.
- I will not publish inappropriate or offensive material.
- I will be respectful and use appropriate written expression as expected by the College in all communication.
- All mobile electronic devices will only be used with the teacher’s permission.
- I understand that the College may check and audit any electronic devices I bring into the College, any files stored on the College network and may monitor the Internet sites I visit.
- I will not bring games, music and inappropriate material from home and place them on the College’s network.
- I will not interfere with any computer security measures the College may have in place.
- I will not attempt to access files belonging to others.

Online resources for parents and students on safe use of the Internet can be found at cybersmart.gov.au

A very useful resource for online learning and living is also to be found at www.forwardit.sa.gov.au
YEAR 7 – YEAR 12 CONSEQUENCES

The safety of the students of St Francis de Sales College is of paramount concern. Any apparent breach of Cyber Safety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the College’s Personal Responsibility Policy in regard to Cyber Safety practices. In serious incidents, advice will be sought from appropriate external sources, such as the Police, Government Agencies and/or a Lawyer with specialist knowledge in this area. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

In the event of inappropriate use of the computer the following will occur:

**Step 1.** Warning from class teacher.
**Step 2.** Re-negotiating of ICT agreement with class teacher and/or Head of School.
**Step 3.** Removal of access to computers for a negotiated period of time.

Students will go directly to Step 3 in circumstances that involve:
- Harassment / Bullying
- Accessing inappropriate material
- Altering or compromising the College’s network

**Damage to ICT equipment.**
Student’s access will be removed for a negotiated period of time and with parent notification.

**NB.** The above inappropriate use and consequences could also be covered by other College policies. When a student has damaged computing or other equipment, the parents will be notified and will be responsible for replacing/repairing the equipment.
CLOUD COMPUTING AGREEMENT:

You agree that school Workplace Participants and Catholic Education Office Workplace Participants responsible for ICT systems will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

You agree that you will comply with all requirements as set out in this Agreement and in the Acceptable Use Baseline Standard and all other relevant laws and restrictions in your access to the various information and communication technology resources through the school and SACCS network (including email, the Internet, cloud computing services and services provided through third parties), that you will not use the Cloud Computing Services to do anything that is against the law, and that you will not:

Information that you transfer or store using the school’s Cloud Computing Services (including email, assignments, blogs and data storage) may be stored by Microsoft O365, iScholaris, Edmodo, Edublogs, Google Apps or other Cloud Computing Service providers (Cloud Providers) in the United States of America, or such other country as the Cloud Providers may decide. By using the school’s Cloud Computing Services, you are consenting to the transfer to, and processing and storage of your information in, such overseas location, even though the privacy laws in those countries may be different to the privacy laws in Australia.

This User Agreement sets out the terms on which you may access ICT facilities provided by the school / SACCS and cloud computing services, including Microsoft O365, iScholaris, Edmodo, Edublogs, Google Apps and [insert name] (Cloud Computing Services). Cloud computing involves the use of web-based services (rather than a PC or school server) for functions such as email, blogs, lodgement of assignments and data storage.
You will need to sign and return this User Agreement before you will be allowed to access these Services.
By signing this User Agreement, you (including parents/guardians in the case of students under 18 years) are agreeing to the terms set out in this User Agreement, including the consequences of any breach of the terms.
1. Privacy Consent

Information that you transfer or store using the school's Cloud Computing Services (including email, assignments, blogs and data storage) may be stored by Microsoft O365, iScholaris, Edmodo, Edublogs, Google Apps or other Cloud Computing Service providers (Cloud Providers) in the United States of America, or such other country as the Cloud Providers may decide. By using the school’s Cloud Computing Services, you are consenting to the transfer to, and processing and storage of your information in, such overseas locations.

You agree that school Workplace Participants and Catholic Education Office Workplace Participants responsible for ICT systems will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

I, the student named below hereby agree to comply with all requirements as set out in this Agreement and in the Acceptable Use Baseline Standard and all other relevant laws and restrictions in my access to the various information and communication technology resources through the school and SACCS network (including email, the Internet, Cloud Computing Services and services provided through third parties).

If there is an emergency security issue, or if you are suspected of making inappropriate use of the Cloud Computing Services, your access to the Cloud Computing Services may be suspended or terminated. This means that you might not be able to access your school email, assignments, blogs and data storage. If you are found to have made inappropriate use of the Cloud Computing Services, the school may also apply other disciplinary consequences.
YEAR 7-12 PARENT/GUARDIAN AGREEMENT

CONSENT FORM

*PLEASE RETURN THIS CONSENT FORM TO YOUR CHILD’S CLASS TEACHER

by Friday 3rd February 2017

I agree to be a very safe and responsible user of the St Francis de Sales ICT learning devices and will support the requirements of this policy.

I also understand that if I do not use ICT equipment appropriately at the College, I may be refused permission to use ICT equipment in the future. (See consequences attached.)

Student’s name __________________________ year level/class __________ in 2017

Student’s signature __________________________ Date ________________

I __________________________, Parent/Caregiver of __________________________
realise the College will provide reasonable supervision but it is the student’s responsibility to use ICT equipment appropriately and I agree to the Acceptable use and cloud computing provisions of this agreement.

Parent/Caregiver’s signature __________________________ Date ________________

*Students may not use the College’s ICT facilities and ICT devices and equipment under any circumstances unless this User Agreement has been signed and returned to the College Reception by FRIDAY 3rd February 2017.

Students may not connect their personally owned device to the College internet until it has been authenticated and approved by the ICT Department.