



Marist College Ashgrove

Student ICT Device Agreement

Introduction

The core values of Marist College Ashgrove drive the cybersafety measures outlined below.

While the College's computer network, internet access, computers and other ICT devices bring great benefit to the teaching and learning programs at Marist and efficient operations of the College, rigorous cybersafety practices for staff and students are in place to ensure a digital culture in keeping with legislative and professional obligations.

This agreement defines student obligations and responsibilities and the nature of possible consequences associated with cybersafety breaches that would undermine a safe College environment. The College's enrolment contract includes the right of staff to investigate the contents of electronic devices brought to school by students and the right to confiscate any ICT device where a breach is deemed to have occurred. Confiscated items may be collected after school. Frequent instances of use at these times will attract further consequences as deemed appropriate by the Head of House.

All students require signed consent prior to using College ICT equipment and other internet-accessible ICT devices on campus. The College accepts no responsibility for the security of students' personal electronic devices. Students have been provided with lockers to minimise the risk of theft.

The computer network, internet facilities, computers and other ICT devices used on College grounds are for educational purposes appropriate to the College environment. This applies whether the ICT device is owned or leased in whole or in part by the College and used on or off the College site.

Instructions

1. Students and parents are to sign and return this Student ICT Device Agreement.
2. If you have any questions about this document please contact the Deputy Headmaster.

Rules for Student Cybersafety

As a safe and responsible user of ICT, I will keep myself and other people safe by following these rules:

1. I will only log on with my own user name. I will not allow anyone else to use my username or email password.
2. I will not tell my password to anyone else and will change it regularly.
3. While at College or at a College-related activity I will not have any involvement with ICT material or activities that might put myself or anyone else at risk (such as bullying or harassing).
4. I understand that I must not at any time:
 - a. Share or email any content online that may upset, offend, defame, harass, menace, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke
 - b. Create or be a member of any social networking groups that denigrate the College, its staff or its activities
 - c. Use the name of the College or its crest, motto, House crests, House mottos or any similar items which identify the College on social media without the permission of the Headmaster.
5. I understand that the rules in this agreement also apply to mobile phones. My mobile phone will be switched off and not used at school between 8:35am and 3:15pm on normal school days. *Students wishing to contact parents can use their phones at their Head of House office, Junior School Reception or at Student Administration.*
6. I understand that mobile phones are not permitted in examination rooms.
7. I understand that I may choose to hand in electronic devices to my Head of House, Student Administration, the Head of Junior School or the Junior School Office for safe-keeping during the school day. Any such items will be clearly named.
8. I understand that I must hand in electronic devices for the period when using the Gym Changerooms rather than leaving them unattended.
9. While at College I will not:
 - a. Access or attempt to access inappropriate, age restricted or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing, emailing or showing it to other people
 - c. Record, film or photograph people without their knowledge and specific prior permission
 - d. Share photographs or video excerpts of people on Internet sites or any public place without their knowledge and specific prior permission.

10. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimise the window, and
 - c. Report the incident to a teacher immediately.
11. I understand that I must not download any files such as music, videos, games or programs without the permission of a staff member. This ensures that the College complies with the Copyright Act. I also understand that anyone who infringes copyright may be personally liable under the law.
12. I understand that these rules apply to any privately-owned ICT device I bring to the College or to a College-related activity. Any images or material on such ICT devices must be appropriate to the College environment.
13. I understand that tethering my laptop with my phone or other external devices to other networks or 4G networks is not permitted.
14. I will respect all ICT systems in use at the College and treat all ICT devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any College ICT systems
 - b. Not attempting to hack or gain unauthorised access to any systems
 - c. Following all College cybersafety rules and not joining in with other students if they choose to be irresponsible with ICT
 - d. Reporting any breakages / damage or missing ICT devices to a staff member.
15. Email – I understand that:
 - a. I am assigned a College email address for school purposes only.
 - b. All my communication must be respectful, accurate and appropriate.
 - c. I must check my emails at least once each day and respond promptly when required.
 - d. Email is filtered and randomly monitored as requested by the Headmaster.
 - e. Email is a legal document and as such I am liable for the content of my email.
16. Boarding School:
 - a. In the boarding school, privately-owned laptops remain the responsibility of the student
 - b. Boarders will hand in their mobile phones each night before they retire to bed
 - c. The misuse of technology in the Boarding Community may result in confiscation.
 - d. Supervision and random audits of student-owned ICT devices are expected to fulfil our Duty of Care. The College reserves the right to remove any device for the purpose of inspection with the full knowledge of student(s) concerned and the Head of Boarding.
17. I understand that the College:
 - a. May monitor traffic and material sent and received using the College's ICT network
 - b. Will routinely use filtering and/or monitoring software to restrict access to certain sites and data, including email
 - c. Will routinely block social media during school hours
 - d. Reserves the right for any staff member to investigate the contents of student devices where they believe a breach of these rules has occurred
 - e. May commission an independent forensic audit which may include any stored content and all aspects of their use, including email.
18. I understand that if I break these rules, the College may inform my parent(s). Withdrawal of digital device access is a likely consequence of infringement of these rules. In serious cases, the College may take further disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary to inform the police.

Glossary of Terms

Parent - includes parents, legal guardians and care-givers

ICT - refers to the term Information and Communication Technologies

Cybersafety - refers to the safe use of the Internet and ICT devices, including mobile phones

College ICT - refers to the College's computer network, Internet access facilities, computers and other College ICT devices as outlined in *ICT devices* below

ICT devices - includes but is not limited to computers (such as desktops, laptops, PDA's, tablets), storage devices (such as USBs, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players) and any other similar technologies as they come into use

Objectionable - means material that deals with matters such as sex, cruelty, violence, harassment or bullying in such a manner that it is likely to be injurious to the good of students or incompatible with the Marist College environment



Marist College Ashgrove

Student ICT Device Agreement

We understand that Marist College Ashgrove will:

- Do its best to keep the College cybersafe by maintaining an effective cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on ICT equipment/devices used at the College or at the College-related activities and enforcing the cybersafety rules and requirements detailed in the Student ICT Device Agreement;
- Keep a copy of this signed Agreement on file;
- Respond appropriately to any breaches of this agreement;
- Provide members of the College community with cybersafety education designed to complement and support this agreement.

STUDENT AGREEMENT

I agree to:

- Read this Student ICT Device Agreement carefully;
- Follow the cybersafety rules and instructions whenever I use ICT devices at the College;
- Also follow the cybersafety rules whenever I use privately-owned ICT devices;
- Avoid any involvement with ICT material or activities which could put at risk my own safety, or the privacy, safety or security of the College or other members of the College community;
- Take proper care of the College ICT and other's ICT devices knowing that, if I have been involved in the damage, loss or theft of an ICT device, my family may have the responsibility of the cost of repairs or replacement;
- Keep the Student ICT Device Agreement somewhere safe so that I can refer to it in the future;
- Ask my Head of House if I am unsure about anything to do with this agreement.

I have read and understand my responsibilities and agree to abide by this Student ICT Device Agreement. I know that if I breach this agreement, there may be serious consequences.

Print Name:

Signature: Year Level & House: Date:/...../.....

PARENT AGREEMENT

I agree to:

- Read this Agreement carefully and discuss it with my son so we both have a clear understanding of our role in the College's work to maintain a cybersafe environment;
- Sign and return this Agreement to the College;
- Encourage my son to follow the Student ICT Device Agreement rules and instructions.

I have read this Agreement and am aware of the College's initiatives to maintain a safe cybersafe learning environment, including my son's responsibilities.

Print Name:

Signature: Date:/...../.....

THIS AGREEMENT FOR YOUR SON WILL REMAIN IN FORCE FOR THE DURATION OF HIS ENROLMENT AT MARIST COLLEGE ASHGROVE. IF IT BECOMES NECESSARY TO ADD/AMEND ANY INFORMATION OR RULE, PARENTS WILL BE ADVISED IN WRITING.