

If you use ICT and the online services of the Department of Education and Training and Southern River College you must agree to the following rules:

I will:

- Acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- Be courteous and use appropriate language in all Internet communications.
- Be mindful of the possible problems caused by sharing or transmitting large files online.
- Follow the instructions of teachers and only use ICT and online services for purposes which support my learning and educational research.
- Make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- Not access other people's online services accounts.
- Not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education and Training.
- Not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.
- Not give anyone my logon password.
- Not let others use my logon and/or online services account.
- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- Not use or distribute material from another source unless authorised to do so by the copyright owner.
- Not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- Tell a teacher if I find any information that is inappropriate or makes me feel uncomfortable about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- Tell my teacher and/or the ICT Technician if I think someone has interfered with or is using my logon and/or online services account.

I understand that:

- I am held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- I am responsible for all activity in my online services account.
- I may be held legally liable for offences committed using online services.
- I must have a USB drive to manage my data.
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- The school and the Department of Education and Training may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- The school may monitor my ICT use and can trace inappropriate use to specific users.

I understand that the following activities are NOT allowed:

- Airdrop or Bluetooth
- Distributing multimedia or software
- Downloading software
- Making purchases online
- Messaging
- Playing preinstalled or online games
- Proxy sites
- Social networking (Facebook and YouTube are banned specifically)
- Streaming/Watching music or videos

I understand that if I have a personal device, e.g. MacBook, that I will:

- Be monitored to ensure appropriate use.
- Be responsible for the device at all times.
- Bring the device to school daily fully charged and functional.
- Follow teacher instructions when using the device at school.
- Have monitoring software installed to monitor appropriate use at school.
- Keep it in a hard cover when not in use.
- Make regular backups of my work.
- Not loan or share my device.
- Not use it during recess or lunch unless I am in a designated area.
- Use the device for only school related activities.

Parent/Guardian and Student Acknowledgement

I agree to follow the rules and guidelines in the **Acceptable Usage Agreement – ICT & Online Services** for school students at Southern River College.

I understand that if I break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Year: _____

Student signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____