



INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) Acceptable use of ICT services, facilities and devices Agreement

Management of ICT – Away for the Day

From the first bell

Mobile phones are:

- In lockers (Year 7) or in bags (Year 8-12). Students are to bring their bags into each classroom and keep them with them during breaks.
- Silenced and away for the entire day, including extra and co curricula activities after school, unless the teacher says otherwise.
- Not to be used to “hot spot” – you are required to use the school internet during the day.

Smart watches have:

- Notifications turned off (Airplane Mode), decreasing distractions to assist students to focus.

Headphone/Earpods are:

- Not to be worn during the school day.

If urgent communication is needed from either the student or the parent/guardian, please seek assistance from the Main Office (Years 7 to 9) or the Senior Hub (Years 10 to 12).

You are ready to work, ready to learn.

Please...

- Name your device with your username only.
- Bring your Laptop/iPad to school each day, fully charged.
- Have enough data storage to get you through the month.
- Use only your school email address to communicate with staff and students.
- Keep apps and software up-to-date as soon as new software is available.
- Contact IT support immediately if you have any problems that would affect your classroom learning.
- Keep your password secret and secure. Change your password regularly.
- Check your school email inbox regularly as it is the main means of communication.

Don't...

- Access any social networking apps.
- Use or interfere with other people's devices.
- Reset your device or remove the school profile as this will delete necessary setting to access the school Wi-Fi.
- Rename your device with a title other than your username.



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Aspley High School Civility In Action

No filming, photography or audio is permitted. Authorised recording only.



You do not have permission or consent to record, photograph or **share** any images of students in uniform or involved in school activities.



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Please read this Agreement carefully and then complete the relevant sections (both Student and Parent/Guardians). This must be received by Aspley SHS, prior to commencement.

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this document and the Student Code of Conduct.

I agree to abide by the above Agreement.

_____ (Student's name)

_____ (Student's signature) _____ (Date)



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Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this document and the Student Code of Conduct.

I agree to abide by the above Agreement.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature) _____ (Date)

The Department of Education through its Information privacy and right to information procedure is collecting your personal information in accordance with the Education (General Provisions) Act 2006 (Qld) in order to ensure:

- *appropriate usage of the school network*
- *appropriate usage of personal mobile devices within the school network.*

The information will only be accessed by authorised school employees to ensure compliance with its Information privacy and right to information procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.