

# ASPLEY STATE HIGH SCHOOL

## INFORMATION & COMMUNICATION TECHNOLOGY (ICT)



### ACCEPTABLE USE AGREEMENT

Please read this information carefully and then complete each section of the agreement form. This agreement must be completed by *both the student and his/her parent or guardian* upon enrolment at Aspley State High School.

#### STUDENT

I, \_\_\_\_\_ (Please Print), understand that the use of Information and Communication Technology resources at Aspley High School is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

1. Information and Communication Technology (ICT) includes computers, printers, scanners, digital cameras, Internet and email facilities, and other associated electronic and mechanical hardware and software.
2. I will not use ICT resources to access, copy or distribute any material that is controversial, inappropriate or offensive. I will immediately report accidental access to such material. I understand that the school administration can track and view my computer files, emails, and Internet use.
3. I will not directly access the computer file system through the Command Line or Interface; make any changes to settings, passwords or configurations or move or delete any files, without prior approval.
4. I will use ICT resources only for appropriate learning tasks.
5. I will respect all Copyright issues regarding software ownership, acknowledging sources of information and multi-media copyright laws.
6. I will be considerate of other users. I will respect their privacy, and not seek access to files or messages intended for, or belonging to, others.
7. I understand that Email is provided to students for educational use only and the communicating of any inappropriate or offensive material will result in denial of access.
8. I will not be involved with electronic or physical vandalism or virus transfers.
9. I will immediately report any damage, errors or faults with ICT resources.
10. I will not reveal my personal address or phone number, or those of other students or staff in any electronic communications.
11. I will not reveal my user name or password to others, nor access the system via another's user name and password.
12. I accept that breaching this agreement will result in loss of access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action will be taken.
13. I understand that the school is not responsible for the loss or corruption of information held by a student's portable media (usb drive.)

Signed \_\_\_\_\_ (Student's Signature)

Form Class \_\_\_\_\_

Date \_\_\_\_\_

## Privacy and Security

Students are not permitted to load cd roms or USB drives into any workstation without permission of their teacher including the copying of music files.

At no time are students to access or use another student's home directory or files. Students must not tamper with, delete, modify, or access files not belonging to them.

Students are not permitted to download software, access streaming media such as sounds, music, videos and games, or copy music files to the network without teacher consent.

Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.

## Unauthorised Computer System Access

Accessing any unauthorised section of a computer system is illegal. Students attempting to access, in an unauthorised manner, sections of the school computer system will be dealt with severely. There will be no exceptions to this rule.

## Printing

Students must only print material that is curriculum based.

## Consequences

The school always takes into account the nature of the offence and previous history of network infringements of that student.

As per our **Responsible Behaviour Plan**, consistent steps are applied for students repeatedly infringing our rules.

The vandalism of a network affects all students and can cost large amounts of money to fix. Therefore the protection and integrity of our computer system against misuse and viruses is considered very serious.

Many behaviours do not warrant a warning as they constitute an illegal act. Therefore several behaviours will result in steps 1, 2 or 3 being skipped.

## Inappropriate Use of Email for Non-Educational Purposes:

Students found misusing the EQ emailing system for non-educational purposes will lose their email privileges for two weeks. Any second offence will initiate the steps outlined above.

## PARENTS/GUARDIANS

I have read the above agreement. I believe .....(name of student) understands this responsibilities of "Acceptable Use" and I:

1. give permission for my child to access, produce and communicate educational information on the Internet, and use the ICT facilities as per the above guidelines.
2. do/do not give permission for my child's photograph to be displayed, where appropriate, on the School Intranet or Internet web pages made by teachers or students.
3. understand that my child's computer files and Internet and email usage will be checked and reviewed by the system administrator, via Ed Qld reporting facilities and school-based monitoring.
4. I understand the reason for the severity of the consequences

Signed \_\_\_\_\_ (Parent/Guardian)

Date \_\_\_\_\_