



ICT USER AGREEMENT

Students of St. Mark's School understand and agree to:

Ethical Use

- Be a learner, a respectful, and a safe user whenever and wherever I use technology (3i's).
- Use the Internet and technology at school for educational purposes only, and only as directed by the teacher.
- Communicate respectfully with others and never write or participate in online bullying (this includes forwarding messages and supporting others in inappropriate or hurtful online behaviour, and by standing in a situation).
- Talk to a teacher if I feel uncomfortable or unsafe online, or see others participating in unsafe or hurtful online behaviour.
- Notify a teacher if I accidentally access a website with inappropriate material.

Security

- Not bring, download, or store unauthorised programs or media, including software, games, music, images and movies, or run them on school devices.
- Not interfere with network security, the data of another user or computer, or attempt to log into the network with a username or password of another student.
- Not interfere with the hardware or software setup of technology.
- Not reveal my password to anyone, except to my parent/s or the teacher.

E-mail & Communication

- Use e-mail only as directed by the teacher, and not use external email accounts at school (eg. personal Hotmail, Yahoo, Gmail addresses).
- Keep my school email address confidential, and not use it for signing up to other services, mailing lists, websites, companies, or to people outside of St. Mark's.
- Only use chat rooms or instant messaging during assigned class activities that are supervised by the teacher.

Social Networking and Web 2.0 Tools

- Only use school approved networking sites and tools (Global2 blogs, Google Apps For Education) for educational purposes and only as directed by teachers.

Care of Equipment

- Only use my assigned device or computer and not lend or share with other students unless instructed by a teacher.
- Keep food or beverages away from electronic devices.
- Handle all equipment safely, responsibly and respectfully.
- Ensure that identification stickers on devices and equipment are not tampered with.

Document and Web History

- Be an honest technology user and not interfere with or clear recent file or browsing histories from devices.
- Allow my parents or teachers to see my recent activities when requested.

Global Citizenship and Privacy



- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Seek to understand the terms & conditions of websites and online communities, and be aware that content I upload or post is my digital footprint.
- Ensure that any content published on the Internet will be identified by first name only.
- Protect my privacy rights and those of other students by not providing personal details including full names, telephone numbers, addresses and images.

Mobile Devices

- Keep my mobile device (such as mobile phone, media players, portable game systems, tablet computers) on silent during class times and stored away, and only use them outside of school times and property, except for approved learning purposes.
- Protect the privacy of others and never post or forward private information about another person.
- Only take photos and record sound or video when it is part of an approved lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing.
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture, and never use these as a tool for bullying.

Students are to report any known violations of this agreement to their teacher.

Random checks, supervision, and monitoring services will be conducted throughout the year to ensure that these policies are followed.

Consequences

Breaches of this agreement will result in the student losing their access rights for a period of time as determined by the school.

Depending on the seriousness of the offence, other disciplinary action may also apply.

Devices which have been tampered with, modified, or which have unapproved software or files will need to be reinstated. Charges may be incurred by families for this necessity.

This Acceptable Use Policy also applies during school excursions, camps and extra-curricular activities.

STUDENT ACKNOWLEDGEMENT – I have read and understand the ICT User Agreement. I acknowledge and agree to follow these rules. I understand that my access to the Internet and technology at school will be renegotiated if I do not act responsibly.

Student Name _____



Class _____

Student Signature _____ Date _____

PARENT ACKNOWLEDGEMENT - I have read and I support these guidelines. My child is responsible for any Internet and technology use and I have discussed the appropriate use of technology with them.

Parent's/Guardian Name _____

Parent's/Guardian Signature _____

Date _____

Annual Photograph / Video Permission 2018

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school newsletter, school website and year level blogs, Seesaw journals, the school youtube channel, or to promote the school in newspapers and other media.

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes.

I give permission for my child's photograph/video and name to be published in:

- the school website, blogs, school Seesaw journals, St Mark's TV Youtube channel, and school publications
- social media
- promotional materials
- newspapers and other media.

I authorise the CEM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEM/CECV's promotional, marketing, media and educational purposes.

I give permission for a photograph/video of my child to be used by the CEM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Parent's/Guardian Name _____

Parent's/Guardian Signature _____

Date _____



Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).