

## **Mission Heights Primary School ICT Student User Agreement**

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

1. I will log on only with my user name. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a schoolrelated activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that as a MHP student when I use the Internet at school I must be able to demonstrate that the use is for school work or school related activities.
6. I understand that I can only use the Internet at school in a seated, supervised classroom area.
7. No mail service, social networking or message service other than the school provided mail service is to be used at school. 'Other' includes such things as Gmail, Snapchat, Facebook, SMS messaging, audio and video messaging and equivalent applications.
8. Rules of use for school mail apply regardless of whether the mail is being used at home or at school.
9. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Use peertopeer file sharing networks
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
  - Use the network for commercial purposes, including the purchase of items through the Internet.
  - 'Objectionable', in this context, means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.
10. If I accidentally access inappropriate material I will:
  - Not show others
  - Turn off the screen or minimise the window
  - Report the incident to a teacher immediately
11. I understand that I must not download any files such as music and videos unless I am sure that this complies with the Copyright Act 1994. I also understand that

anyone who infringes copyright may be personally liable under this law.

12. I will not give out any personal information (including photos) online about myself or any other person unless authorised by the school. Personal information includes name, address, personal email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
14. I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I break these rules, the school may inform my parent(s) and remove my access to ICT in the school. In serious cases the school may take 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 for the school to inform the police.

**Years 1 – 2 Parents/Caregivers need to sign on behalf of their child once they have explained the agreement.**

Parent/ Caregiver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Years 3 – 6 student's need to sign that they have read and understood the agreement.**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_