



ICT Access Agreement

This policy outlines the acceptable use guidelines for students using ICTs here, this includes: the school computer network, Internet, email, school equipment including laptops, desktops, printers, cameras, devices etc as well as BYO Laptops providing access to the school the network and resources. Students and their Parents/Guardians are required to sign a copy of the ICT Access Agreement to gain access to ICT resources as part of the school program.

The Basics:

- **Every student has an individualised account** on the school's computer network that is not accessible to other students. The account or password **is not** to be shared (student responsibility).
- **Students are responsible for managing their printing costs.** Within each students' SRS fees, \$10 is allocated to printing (\$5 per semester). Printing is possible at any of the printers/copiers across the school. Additional printing allocation can be purchased (form from office). Student Identification (ID) Cards are used to access printers.
- **Students are able to hire a laptop from the school or bring their own as part of the BYOD program.** It is the responsibility of the student to ensure that the laptop is adequately secured when not in use, including close monitoring of it during lunch breaks. MNBSHS takes no responsibility for theft, loss, breakages, vandalism or unauthorized access to BYOD laptops, however every effort will be made to investigate instances of theft or malicious damage of BYOD laptops. Parents are responsible for a hire laptops replacement or repair where the item is lost, not returned, willfully or negligently damaged.

STUDENT NAME: _____

I understand the use of the school network and ICT resources is a privilege and whilst I have access to it, I commit that I will:

1. Use resources for educational purposes only.
2. Take RESPONSIBILITY not to initiate access to material which is inappropriate, controversial, offensive illegal or dangerous, or to distribute such material by copying, storing or printing it.
3. Immediately report in quiet manner to the teacher if I accidentally access inappropriate material and clear any offensive pictures or information from the screen.
4. Not annoy, harass, insult, intimidate, humiliate or bully, bring the school's name into disrepute (including blogs, discussion boards and social networking sites) or send, display or store offensive and anti-social material, this includes the publication of personal phone number / addresses.
5. Refrain from using of obscene language in any electronic communication, this includes emails, on school social media sites etc.
6. Not willfully or negligently damage ICT resources including, but not limited to school and BYOD laptops. I will report any damage.
7. Ensure the integrity of the school network as I will not use any means to circumvent the security of the school intranet, Internet, security systems or any part of the network, including: access other users' computer accounts or allow others to use my account login, trespass into others' folders, work or files.
8. Respect and uphold copyright laws. Copyright and license agreements must be honoured (eg downloading copyrighted games and music onto a school computer or laptop is unacceptable as is using facilities to share and/or copy copyrighted games and music).
9. Only store files on the network that directly relate to work being conducted at school.
10. Connect only authorised devices to the network eg school devices, or an authorised BYO laptop.
11. Abide by the Mobile Phone And Electronic Devices Policy.
12. Ensure that the laptop in my possession is well-maintained and adequately secured when not in use, including close monitoring of it during lunch break

I acknowledge that breaches of this agreement could see any of the following consequences:

- Meeting with Parents;
- Loss of ICT access (either email and or internet access or full school network access);
- Internal suspension;
- External suspension;
- Exclusion.

Student Signature: _____

Date: / /

Parent Consent for use of ICT Resources

I believe my student understands this responsibility, and I hereby give my permission for him/her to utilise school ICT resources and to access the Internet under school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. For minor breaches loss of Internet access for some time may occur. For serious or repeated breaches consequences for student actions will be determined through the School Responsible Behaviour Plan which may include suspension or exclusion.

I understand that I am responsible for a hire laptops replacement or repair where the item is lost, not returned, willfully or negligently damaged.

Parent Name: _____ **Signature:** _____ **Date:** / /