



Information and Communication Technologies Student Use Agreement

This agreement is effective for the duration of the undersigned student/s enrolment at Gin Gin State High School (in effect from 2020 onwards)

(Note: a copy of this agreement, and other information related to use of ICTs, is available at <http://ginginshs.eq.edu.au>, then Support and Resources > Forms and Documents)

PURPOSE...

Information and Communication Technologies (ICTs) provide you with a wide range of learning opportunities when used appropriately, but there are also risks associated with misuse, both to yourself and others. Before you use the ICTs provided by Gin Gin State High School, you are required to read and agree to the conditions and procedures as listed below.

ACCESS...

On signing and returning this agreement, you will be provided with a school network account, which gives you access to software, file storage space, printing and other functions, digital resources, an individual school email account and access to the internet.

GUIDELINES...

- School ICTs provided are to support your formal education, and may not be used for any purpose apart from this.
- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- The internet poses many risks to unwary users. These include phishing attempts (sharing personal information like banking details) and unwelcome and inappropriate social communication from strangers. Please be on alert when using internet based resources. See <https://esafety.gov.au/> (a federal government initiative) for more information.
- Your ICT-based activities can be tracked and logged via your username/password combinations. You will be held responsible for any inappropriate activity that is traced back to your account, unless it can be established otherwise.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- Content sourced from ICT based resources, including the internet, is subject to copyright laws. You must acknowledge any work copied from these sources. Students also need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school's internet service has limited capacity. Individual students who overuse their access (accessing many websites at once, downloading large files, streaming audio or video) slow the service down for all. Do not use your internet access unreasonably. A quota is applied to all student internet use. Exceeding your quota will cause your access to be disabled.
- If you forget your network or internet passwords, you can request they be changed, but this may take up to a day to occur.
- Communication with others via the internet should be done with the same levels of courtesy and consideration that are expected from you in face to face communication.

WEB BASED SERVICES...

Cloud, Web Based and App Services are used to support curriculum delivery at Gin Gin State High School. All web based services in use have undergone a risk assessment by the Queensland Government Service Centre or by Gin Gin SHS. Teachers in charge of these activities will have read the risk assessment and will constantly monitor use and immediately cancel the activity should any concern be raised. A current list of the web based services in use is available on the school website. Parental consent will be sought for any websites that require student registration and disclosure of student information. Students and parents are asked to report any concerns with any web based activity to their teacher or admin immediately.

BE AWARE...

- Your use of ICTs at Gin Gin SHS should not be treated as a private activity. All emails are filtered for inappropriate language. Students' private network folders are accessible by all staff, and your activities may be monitored in real time by staff.
- Clearly inappropriate actions not directly listed in this agreement may also jeopardise your access to ICTs at school.
- Gin Gin SHS reserves the right to modify this agreement in response to changing and emerging technologies. When this occurs, students will be informed and given the right to revoke their acceptance of this agreement

- The use of privately owned electronic devices (laptops, tablets, smartphones etc.) is covered by this agreement where relevant, and also by the Electronic Device policy and the BYOD Charter Agreement available from the school website (Support and Resources > [Forms and Documents](#)).

YOU MAY...	YOU MAY NOT...
<ul style="list-style-type: none"> ✓ Transport school related electronic documents and data files into school, via email, CD/DVD or flash disk (USB flash drive) ✓ Print school related documents at school as required. Black and white pages are charged at 3c/page, colour at 10c/page. To assist, you have been given \$10 of printing credit for the year. If you run out of credit, you must pay at the office during a recess for additional credit in order to continue to be able to print ✓ Use the internet and your email account to communicate, research and access educational and other resources where this supports your studies ✓ Save data and other files onto the network where these files directly support your studies ✓ Use personally owned mobile devices as part of the BYOD program in accordance with the BYOD Charter Agreement and associated policies. 	<ul style="list-style-type: none"> X Bring software to school or access software brought to school by other students without permission. This includes games X Use ICTs in an unlawful manner X Knowingly download viruses or any other programs capable of breaching the department's network security. X Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard X Use ICTs to access or distribute inappropriate information, images or other media. This includes pornography, violent material etc. X Use ICTs to menace, harass, bully or knowingly offend others (cyberbullying). Doing so may be classed as a criminal act under section 85ZE of the Crimes Act X Share your network and/or internet username/ password combinations with any other person X Use another user's network and/or internet username/password combinations to access ICTs, with or without their consent X Use ICTs to denigrate or defame another individual, or Gin Gin SHS in a public forum, for example: Facebook, Twitter, Snapchat etc.

CONSEQUENCES OF BREAKING THIS AGREEMENT...

These may include partial or full removal of your access to ICTs, for a period of typically 6 weeks. Repeated offences may warrant longer bans. Where withdrawal of access occurs, teachers may request your access be partially restored where required so that you are not substantially disadvantaged in your studies. In addition, your classroom teacher will apply normal classroom consequences for inappropriate classroom behaviour.

I understand the above information, and agree to use the school's ICTs under these conditions

Student Name:		Student Signature:		Date:	
Student Name:		Student Signature:		Date:	
Student Name:		Student Signature:		Date:	

As the parent/guardian of the above student(s), I have read the Student ICT Agreement and I understand that the school's information and communication technology (ICT) facilities, devices and network resources are designed for educational purposes and that any violations of these conditions by my student(s) as set out in this agreement can lead to loss of privileges, including removal of school network access and/or other disciplinary actions (as outlined in the School's Behaviour Management Policy). 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 facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian Name:		Parent/Guardian Signature:		Date:	
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The ICT Agreement form needs to be signed by both the student(s) and a parent/guardian and returned to the school. The signed agreement form is kept on file by the school and is discarded once your son/daughter has completed their studies. If you have any concerns or questions relating to the contents of this form, please do not hesitate to contact the school on (07) 4133 2111.

Privacy Notice: The Department of Education and Training through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 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 Management (IM) 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