

## **Acceptable Use AGREEMENT – ICT/Resource Centre**

It is a privilege and not a right to use computer, internet services and resources provided by Blackburn High School.

**Before access is granted the following agreement must be read and agreement acknowledged on Compass by staff, students and parents/guardians.**

This agreement refers to the use of the Resource Centre, school ICT, as well as your personal device. A copy of this agreement can be found at <https://www.blackburnhs.vic.edu.au/our-school/school-polices/>

### **Responsible Use of ICT/Resources AGREEMENT**

**When I use digital technology at Blackburn High School I agree to:**

1. Bring a fully charged, safe and functional device and charger to school each day.
2. Transport my device in a padded computer bag or hard cover case when moving between classrooms and to and from school to prevent damage.
3. Keep my device in a secured locker when not in use. I understand the school will not be held responsible for damage, lost or theft.
4. Use Compass regularly to assist me with my learning. This includes checking my subject schedule, learning tasks, events and emails. I will save a copy of my reports and examine them when they are published throughout the year.
5. Regularly check my school email account.
6. Be a safe, responsible and ethical user at all times.
7. Follow instructions at all times, including when requested to give a device to a staff member.
8. Protect my privacy rights and those of others by not forwarding or giving out personal or private details including full names, telephone numbers, addresses and images.
9. Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
10. Only take photos and record sound or video when it is part of an approved lesson or activity.
11. Seek permission from all individuals involved before taking photos, recording sound or videoing them.
12. Seek written permission from all individuals involved before publishing or sending photos, recorded sound or video to any online space.

13. Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
14. Not share my login and password details with any other person, or use another person's account to access ICT, unless requested by System Administrators.
15. Not interfere with ICT security or the data of another user.
16. Talk to a staff member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
17. Use my device only if directed by the teacher otherwise keep it on silent during class times and only make or answer calls and messages outside of lesson times.
18. Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
19. Think critically about other users' intellectual property and how I use content posted on the internet.
20. Abide by copyright procedures when using content on websites and cite references where necessary.
21. Not bring inappropriate content or copyright protected content to school either on my device or an external storage device.
22. Not access or transmit inappropriate or illegal content or run unauthorised programs.
23. Not attempt to use any software or web sites designed to deliberately by-pass the school's ICT systems.
24. Abide by the System Administrators requests to add or delete an application and/or content from my device.
25. Abide by the System Administrators or a teachers request to view/access any content that I bring to school on my device and delete if inappropriate or illegal.
26. Back up the contents of my device regularly to a secondary storage location. I understand that if no back up has occurred, this is not a valid reason for non-submission or late submission of work.
27. Not wilfully damage any equipment, and treat all equipment with respect. I will report any damage immediately. I may be held liable for any damage to equipment.
28. Read, understand and agree to comply with the Responsible borrowing agreement. The latest version can be accessed online at <http://www.blackburnhs.vic.edu.au/our-school/school-polices/>
29. Permit the school to use my data to improve student learning. This includes allowing third party organisations such as Compass, Edutest and Microsoft and those with Department of Education agreements, to store my data for school use only.

30. Comply with this agreement, and understand that failure to comply may result in not being permitted to use ICT resources. **I accept that additional actions may be implemented depending on the nature of the breach of this agreement.**

I understand that this agreement may change at any time without notice and that I can access the latest version online at <http://www.blackburnhs.vic.edu.au/our-school/school-policies/>

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

### **Resource Centre – Student Responsible Borrowing Agreement**

Students use the Resource Centre equipment to support their learning. These rules will enable the efficient use of all resources for everyone.

- I will endeavour to provide my student card to the Resource Centre, when borrowing resources.
- I will only borrow resources for my personal use.
- I will not maliciously damage any school resources.
- I will report any accidental resource damage to Resource Centre immediately.
- If I see anything I am unsure of, I will notify the Resource Centre immediately.
- I will return the borrowed device by the end of each day – no device may leave the school grounds.
- I know that the school may check my computer for log in activity.  
NOTE: The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.
- Senior students will get first use of the desktop computers in the Resource Centre.
- I understand that failure to follow this agreement, may result in loss of borrowing privileges. There may also be additional consequences which will be dependent on the situation. This may include:
  - Verbal warning and notice placed on compass
  - Notice on compass, email to mentor & Lunchtime detention
  - Notice on compass, After School detention – Email to Mentor to have conversation with parents
  - Notice on compass, Principal's detention – Email to Mentor to have discussion with parents
  - Notice on compass, Email to Mentor and Parents - Borrowing privileges may be stopped for a period of time.
  - Suspension