

Responsible Use of ICT/Resources Agreement



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

To support learning at school, we want students to use a school-supported computer because teachers and students will be able to use the same software which has been approved by the Department of Education.

Before access is granted the following agreement must be read and agreement acknowledged on Xuno by students and parents/guardians.

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

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

1. Limit my technology use to a school-supported computer. If I do bring a mobile phone or any equivalent devices such as a Smart watch onto the school grounds, I will keep these in my locker for the duration of the school day (8:35am to 3:15pm), including all classes, recess and lunch. On camps and excursions, mobile phones and Smart devices will be stored away and only used as directed by a teacher.
2. Use my school-supported computer only for class work and study during the school day. Unless studying, computers should be kept in lockers at recess and lunchtime.
3. Use earphones only if instructed by a teacher. Otherwise, I will keep them in my locker.
4. Bring a fully charged, safe and functional computer to school each day. The school will not provide any charging services for student devices.
5. Transport my computer in a padded computer bag or hard cover case when moving between classrooms and to and from school to prevent damage.
6. Keep my computer in a secured locker when not in use. I understand the school will not be held responsible for damage, lost or theft.
7. Use Xuno 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.
8. Regularly check my school email account.
9. Be a safe, responsible and ethical user of all school provided resources at all times.
10. Follow instructions at all times, including when requested to give a computer to a staff member.
11. 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.
12. 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).
13. Only take photos and record sound or video when it is part of an approved lesson or activity, using my computer and not a mobile phone.
14. Seek permission from all individuals involved before taking photos, recording sound or videoing them.
15. Seek written permission from all individuals involved before publishing or sending photos, recorded sound or video to any online space.
16. Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
17. 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.
18. Not interfere with ICT security or the data of another user.
19. Talk to a staff member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
20. Use my computer only if directed by the teacher, otherwise keeping it closed during class-times.
21. 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.
22. Think critically about other users' intellectual property and how I use content posted on the internet.
23. Abide by copyright procedures when using content on websites and cite references where necessary.
24. Not bring inappropriate content or copyright protected content to school either on my computer or an external storage computer.
25. Not access or transmit inappropriate or illegal content or run unauthorised programs.
26. Not attempt to use any software or web sites designed to deliberately by-pass the school's ICT systems.
27. Abide by the System Administrators requests to add or delete an application and/or content from my computer.
28. Abide by the System Administrators or a teacher's request to view/access any content that I bring to school on my computer and delete if inappropriate or illegal.
29. Back up the contents of my computer 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.
30. 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.
31. Read, understand and agree to comply with the Responsible borrowing agreement. The latest version can be accessed online at <https://www.blackburnhs.vic.edu.au/school-policies/>
32. Permit the school to use my/my child's data to improve student learning. This includes allowing third party organisations such as Xuno, Edutest and Microsoft and those with Department of Education agreements, to store my data for school use only.
33. 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 acknowledge each time I breach the agreement, my mentor teacher and/or a member of the house leadership team will discuss with me the reasons for the agreement and strategies to use to avoid further infringements. I understand my infringement count will be ongoing during my time at school. My infringement count will not be reset at the start of the new academic year.

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

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