



# Whites Hill State College

## Acceptable Use of ICT Facilities and Devices Agreement

**I understand** that ICT devices are intended for use in learning and when using systems such as the Internet it is impossible for the school to filter all material that may be controversial or offensive. It is therefore my responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

**I agree** that each computer account is private and I will not interfere with another student's account.

**I also agree** that I will use all information technology resources appropriately; examples of appropriate behaviour are detailed below:

- I will use all equipment with care and will not damage it.
- I understand that I am responsible for, and agree to pay for all damage that is the result of my misuse of the computer network and ICT related hardware for example computers, laptops, cameras.
- I understand that I am responsible for any damage that may come to my personal ICT device and the cost incurred for repairing it including if I loan my device.
- I will report any damage, vandalism or theft immediately to a classroom teacher or Head of Department (IT).
- I will only use my ITC device for teacher directed activities.
- I will not break copyright (e.g. by illegally copying or downloading software or media).
- I will not change any device's set-up without explicit permission from the class teacher.
- I will not scan/display/transmit any material that may cause offence to others.
- I will not reveal my password to anyone else, or allow another person to access a device using my credentials
- I understand that I am responsible for securing my device and that I am solely responsible for any breaches of this agreement on any device where I am logged in.
- I will not attempt to upload/create any computer viruses or be involved in any form of electronic vandalism.
- I will report any security problems immediately to a class teacher or to the Head of Department (IT).
- I will not reveal any personal information, such as; addresses, phone numbers, PIN or credit card number in any electronic communications that I receive either accidentally or intentionally.
- I understand that I am responsible for my download allowance and will use and monitor it appropriately and that additional and/or excessive download fees will be my responsibility.
- I understand that I am responsible for my printing credit and will use and monitor it appropriately and ensure that I have printing credit available at all times.
- I understand that it is my responsibility to bring to class any required device with any/all appropriate accessories and applications.
- I understand that it is my responsibility to ensure that any device required for class is adequately charged and that I may not be able to charge my device at school.
- I understand that I am not to make any posts or upload photos that can identify any student or Whites Hill State College on social media.
- I am to respect everyone else's privacy by not posting or recording conversations or photos of their person or work without their expressed permission.

**I accept** that if I breach any of these conditions I will be referred through the Responsible Behaviour Plan.

**I accept** that if I breach any of these conditions I will be taken off the network/internet temporarily or permanently and that this may be recorded on my student record.

**I also accept** that where a criminal offence occurs further disciplinary and or legal action may be taken.

**STUDENT:**

**Given Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Computer access is not available until this form is returned and processed.  
You are required upon first logging on, to and change your password for your MIS access.  
REMEMBER YOUR PASSWORD.*

*Behavioural consequences*

*Infringement of the abovementioned agreement will result in a lunch time detention.*

*3 lunchtime detentions will result in an afterschool detention and a meeting with the ICT Head of Department*

*Further misuse of ICT equipment can lead to possible consequences:*

*Suspension*

*Exclusion from the school network*

I understand the Computer Use Agreement and agree that if I breach any of the aforementioned conditions or behave in a way that is contrary to what is considered appropriate there will be consequences that include the possible loss of network and/or internet access.

\_\_\_\_\_  
**Signed:** \_\_\_\_\_  
(Student Signature)

**PARENT or GUARDIAN:**

I understand and agree with the Computer Use Agreement. In addition I acknowledge that it is impossible for Whites Hill State College to completely monitor a student's computer usage and that ultimately it is the student's responsibility not to access offensive material. In view of this I give permission for the aforementioned student to access all electronic networks, including the Internet.

\_\_\_\_\_  
**Signed:** \_\_\_\_\_  
(Parent/Guardian Signature)

**OFFICE USE ONLY**

*EQ ID* \_\_\_\_\_

*User ID* \_\_\_\_\_  
*Connected to LAN* \_\_\_\_\_  
*Connected to Internet* \_\_\_\_\_