St Teresa's Catholic College

ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES CONSENT FORM

ST TERESA'S CATHOLIC COLLEGE

This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Computer and Internet Resources* policy with the student and answer any questions that they may have. Any queries in relation to this material should be directed to, The Deputy Principal.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Computer and Internet Resources* policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Student Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: _____ **HOME GROUP CLASS:** _____

SIGNATURE: _____ **DATE:** _____

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to student subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public Internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.
(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)

NAME: _____ **DATE:** _____

SIGNATURE: _____

St Teresa's Catholic College

ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Teresa's Catholic College have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and College owned notebooks/computer that may be taken off the school grounds with permission from the school. **St Teresa's Catholic College** has specific guidelines relating to the use of notebooks/computers in the ICT Device Policy, Guidelines and Use Agreement.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **St Teresa's Catholic College** technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document and the ICT and Device Policy, Guidelines and Use Agreement.

Permitted use of technology resources

2. Students must only access **St Teresa's Catholic College** technology resources for schoolwork. **Students must not:**

    a. buy or sell items or services over the internet;
    b. access or enter chat rooms;
    c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
    d. amend documents created by another student without that student's consent;
    e. download, install or use unauthorised computer programs;
    f. deliberately install computer viruses or other malicious programs;
    g. gain unauthorised access to any system by any means;
    h. use technology resources to attack or compromise another system or network;
    i. access or intercept emails sent to other persons.

Confidentiality and cybersafety

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.

4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details

on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **St Teresa's Catholic College 's** control to prevent such instances from occurring.

6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.

7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. **St Teresa's Catholic College** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

Cyberbullying and defamation

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.

11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.

12. Students must not use another person's name and password to access resources.

13. Students must report a suspected breach of security to a teacher.

Copyright

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use **St Teresa's Catholic College** technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

15. A breach of this policy will be taken seriously and may result in disciplinary action.

16. Any known breaches of these Acceptable Use conditions must be reported by **St Teresa's Catholic College** to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.

17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.