



1<sup>st</sup> February 2017

### **Part 1: Immanuel Gawler – IT User Agreement:**

Immanuel Gawler has rigorous cyber safety practices in place to help protect our students and to create and maintain a cyber safe culture. These goals are in keeping with the values of our school plus help us to fulfil our legislative and professional obligations. One safety measure we have in place is to monitor all electronic traffic on our network.

Within our school's teaching and learning program we provide internet access facilities such as computers and other electronic equipment and devices. These electronic, cyber connected tools, bring great benefit to the teaching and learning programs offered and allows for effective operation of the school.

Since these tools connect to the World Wide Web, it is important that all students, parents and staff understand Immanuel School's Rules for the correct usage of all Information Technology (IT) provided by the school or brought into the school grounds.

Following are a set of rules which make up the **IT User Agreement**, which each student (in conjunction with their parents) needs to agree to uphold before they will be allowed access to Immanuel's IT (network, equipment and devices). In this IT User Agreement you will find information about your obligations and responsibilities, plus the nature of possible consequences associated with a breach of these rules.

The school's computer network, internet access facilities, computing devices and other school IT are for educational purposes appropriate to Immanuel's environment. These rules apply whether the IT is used on or off the school site.

### **Part 2: IT User Agreement – The Rules:**

*These Rules are in place to help keep our community Cyber Safe.*

As a safe and responsible user of Information Technology (IT) I will help keep myself and other students safe by following these rules:

1. I understand that I will be issued with my own unique user ID (username/password). I agree to log on to the network **only** with my user ID.



2. I agree to not provide my ID to anyone else and understand that if I do I can be held responsible for any actions that another person makes while using my ID.
3. I agree to not share my password with anyone else, other than my teacher for security reasons.
4. While at school or on a school-related activity while using IT I agree to not have any involvement with content or an activity which might cause harm to myself or another person such as (but not limited to) bullying or harassing. If I witness others engaging in such activity I agree to alert a staff member as soon as possible.
5. I agree to never use ICT to hurt another person in any way, this includes acts that upset, offend, harass or threaten another, even if my intention was meant as a joke.
6. I agree to not bring any personal electronic ICT devices to school such as mobile phone, iPad, iPod, tablet, camera etc. In the event that I need to bring a mobile phone to school for before or after school safety purposes I will bring a permission note from my parent and I will hand my phone to my teacher before school and collect it at the end of the day.
7. While using IT devices at school that are connected to the internet, I will not:
  - a. Access, or attempt to access, inappropriate or age restricted materials.
  - b. Download, save, copy, store, print or distribute any inappropriate material to other people, including anything brought to school on a storage device.
  - c. Make any attempt to bypass security, monitoring or filtering that is in place at school.
  - d. Access or attempt to access any part of the school's network which I am not authorised to use or access.
8. In the event that I have gained access to inappropriate material I agree to take the following immediate action:
  - a. Not show the content to anyone.
  - b. Immediately turn off the screen or close down the window or shut the lid if using a laptop computer.
  - c. Immediately report the incident directly to a teacher.



9. I understand that I must not download any files such as games, videos or programs without permission from a teacher or staff member. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under the law.
10. I understand that any privately owned IT equipment or storage devices that I bring to school or for a school-related activity must abide by all the rules written in this Agreement. Any content brought to school on my IT or storage device, including images, must be appropriate for the school environment.
11. I will not connect (either directly or via wireless or Bluetooth) any device (such as USB, camera or phone) to school IT or attempt to run any software on school IT without permission from a staff member.
12. I will not post any personal and/or identifying information including photos of another person (including all members of the Immanuel Lutheran School community) without first obtaining their permission. I understand that photographs or video footage within the school grounds with a personal phone, camera or alternative device is not allowed.
13. I agree to respect all IT systems in use at Immanuel School and to treat all IT with care at all times. I agree to:
  - a. not intentionally disrupt the smooth running of any school IT system.
  - b. not attempt to hack or gain unauthorised access to any IT system.
  - c. follow all school cyber safety rules as set out in this Agreement. If other students choose to be irresponsible with IT I will not join their inappropriate activity, but report it to a staff member.
  - d. report any breakage or damage of property to a staff member.
  - e. not intentionally break or damage the school's IT equipment in any way.
14. I understand that Immanuel will monitor the schools IT network activity including materials sent and received, and that filters and other safety monitoring software are implemented by the school to restrict access to certain sites, content and data.



15. I understand that Immanuel does audit its computer network, internet access facilities, computing devices and other school IT. Any privately owned IT used at school, or on a school activity, may be audited if there is any suspicion of inappropriate material contained on the device.
16. I understand that I cannot use school IT equipment until my parent(s) and I have read and agree to uphold these rules and consent by signing this Agreement.
17. I understand that if I break these rules, the school will inform my parent(s). In serious cases the school will take disciplinary action against me. I also understand that my family may be charged for the cost of repairs. If illegal material or activities are involved, the school has a duty of care to inform my parents prior to informing the police.

Breaches of these rules will be dealt with through a range of appropriate consequences from confiscation of equipment, blocking access to the school network, suspension or expulsion from school and police involvement.

Daryl Trigg  
Principal

Julian Helbig  
Deputy Principal