



WILLOUGHBY GIRLS HIGH SCHOOL

INFORMATION AND COMMUNICATIONS TECHNOLOGY AGREEMENT

Willoughby Girls High School provides access to Information & Communications Technology (ICT) designed to support the school's education programs and to enhance student education. This includes:

- use of school-owned devices, electronic equipment and online platforms managed by the school
- access to the internet by a wired or wireless network
- access to a secure storage location on the school's network for students' digital data
- use of the student's own learning device at school consistent with the school's BYOLD Policy

All students must read and sign this agreement in the company of a parent or carer unless otherwise excused by the Principal. The agreement must be returned to the school before any ICT can be used at school.

STUDENT AGREEMENT

I agree to be a safe, responsible and ethical user of ICT at all times by:

- Using devices and electronic equipment at school, including my own device, only for educational purposes and not for any personal or commercial business.
- Using devices and electronic equipment in accordance with teacher direction. A device can only be used during class time with the permission of the teacher.
- Keeping my device on silent during class times unless otherwise directed by a teacher.
- Bringing my learning device to school fully charged each day and taking full responsibility for the safe storage and care of my device.
- Using devices and electronic equipment in a responsible manner at all times. Deliberate or negligent damage or destruction to any equipment, cabling or associated furniture is not acceptable. This includes damage to the property of other students.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another person.
- Observing all copyright laws, including not downloading software, music and videos without the author's permission, and avoiding plagiarism by acknowledging all sources of information in my work.
- Regularly backing up my data whether created or downloaded for educational purposes. Software programs, including games and applications, are not to be stored on the school network.
- Taking responsibility for my own actions and words, using appropriate language when using the internet and communication programs, and carefully considering the content that I upload or post online.
- Not knowingly searching for, linking to, accessing or sending anything that is offensive, pornographic, threatening, abusive or defamatory.
- Not sharing or making known to others any of my usernames or passwords.
- Protecting my personal safety by not revealing personal details such as my last name, address, school or phone number to anyone by text or graphics.
- Only communicating with a teacher or other student by email or through an online platform if invited to do so for a particular educational purpose.
- Ensuring that all work I submit electronically can be accessed and opened by the teacher using programs on the school network, and I keep a backup of all submitted work.
- Reporting immediately to an adult or teacher any threats or harassing material received online, whether received by me or another student.

- Respecting the privacy of others; not sharing email addresses of staff or other students and only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.

In order to protect the safety and security of all students and the school's network, I understand that:

- Teachers will be allowed to view material on any device I use, including my own learning device.
- My activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

I acknowledge that the school will not be liable for my own learning device if it is damaged, broken or stolen at school or during school-related activities.

I understand that if I act in a manner which is contrary to this agreement, the following actions may be taken by the school:

1. Discipline action in accordance with the Willoughby Girls High School Discipline Policy.
2. Exclusion from access to all computer rooms/library outside of class time.
3. Requirement of financial recompense for any malicious damage made to devices and associated equipment and/or time taken by staff to return the equipment to pre-existing order.
4. Suspension of access to the internet, email and the school's devices and network equipment.
5. Withdrawal of privileges under the BYOLD Policy.

Student's Name: _____ Year: _____

Student's Signature: _____ Date: _____

PARENT/CARER AGREEMENT

As the parent/carer of this student, I have read the agreement on acceptable use of ICT at school.

I understand that students are allowed to bring their own learning device to school to support their education and that the device can be used for educational purposes only at the teachers' discretion. I acknowledge that the school is not responsible for the maintenance of my child's own learning device or any of the systems, software or applications on that device.

I acknowledge that the school is not responsible for access to data which students obtain by using a personal network connection or bypassing network filters applied by the school and/or Department. I also recognise that employees of the school or school system may not be able to restrict access to all online controversial materials when the school's/Department's network is bypassed.

I understand that I can communicate by email with the school by using the school office email address. Any communication sent directly to staff email from parents or users other than students will be re-directed to the school email address for general processing and referral to the appropriate person depending upon the issue. Spam or similar material will be deleted.

I hereby give permission to Willoughby Girls' High School to permit my child to access the internet, email and network in accordance with this agreement.

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____