Greater Shepparton Secondary College
ICT Users Agreement/Policy

At Greater Shepparton Secondary College we recognise that the use of ICT and digital technologies plays an important role in most aspects of day-to-day life. This role is reflected in the increasing use of ICT and digital technologies in education. We are committed to teaching students about using technology to be smart, safe and responsible users of digital technologies, according to the eSmart principles.

To ensure that students use digital technologies in a safe and productive manner at Greater Shepparton Secondary College, each user has a number of Privileges and Responsibilities that they should be aware of and adhere to.

Student Name: _____

DEFINITIONS

At Greater Shepparton Secondary College we use the Victorian Education Department's definitions of the following terms:

Bullying: Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion.

Cyberbullying: Direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile device, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Cyber safety: Cyber safety refers to the way in which people behave safely and responsibly to keep themselves and their friends safe online

STUDENT PRIVILEGES & RESPONSIBILITIES

Privileges:
- To have access to GSSC's network, hardware (desktops, netbooks and portable devices as determined by the School's policies), supporting equipment (including photocopies, camera, etc.) and software that is appropriate to their studies.
- To have access to the internet with filtering appropriate to their year level.
- To receive IT Technician support for issues relating to connecting to the network and Internet at GSSC.
- To expect that the network will be a safe and secure environment to learn.
- To be taught about smart, safe and responsible in their use of digital technologies, according to the eSmart principles.
- To be taught how to abide by copyright and intellectual property regulations.
- To feel safe when interacting and learning on the online classroom.

Note: The school has the right to monitor access and review all use. This includes personal communications sent and received on computer/s accessing the school network and internet at all times.

Responsibilities:
- To ensure that their behaviour does not in any way damage or interfere with the GSSC's network or equipment.
- To ensure their device is brought to school each day, fully charged.

- To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- To take all reasonable steps to safeguard their personal equipment.
- To use GSSC's IT equipment and infrastructure in a legal and appropriate manner.
- To be aware that all other users have similar rights to their own.
- To not use GSSC's network, hardware, supporting equipment and software, or BYOD to engage in negative behaviour; such as online harassment, bullying or cyberbullying of others.
- Not using earbuds during class unless directed by the classroom teacher.
- Respecting the privacy of others; only taking photos or recording sound or video at school when formal consent has been obtained or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- To have any student owned device managed by the school, through installation of software.

Rights
- To expect that all users understand their rights and adhere to and accept their responsibilities.
- To deny access to the network and internet for any student who abuses their responsibilities.
- To manage the level of access to the internet for individual students to maximise the benefit to all members of the school community.
- To determine which digital devices are suitable for connection to GSSC's network.

Responsibilities
- To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during school hours.
- To put in place policies and procedures that promote the safe use of IT at GSSC.
- To put in place policies and procedures that monitor the IT network and infrastructure, which safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DET.
- To provide user support that relates to connection to GSSC's network and minor operational issues.
- To teach students about smart, safe and responsible use of digital technologies, according to the eSmart principles.
- To teach students how to adhere to copyright and intellectual property regulations.
- To install management software onto student owned devices.

CONSEQUENCES

Where a student does not meet their responsibilities and their behaviour relates to:
- Disruption/damage to the network.
- Inappropriate use of the network (e.g. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- Damage to GSSC's equipment.
- Theft or damage to devices owned by other students/staff/the school.

Greater Shepparton Secondary College will impose consequences, which may include, but are not limited to detention, disconnection from the network, payment for any damage, and suspension (as set out in Greater Shepparton Secondary College's Student Management Policies). This agreement covers all student devices connected to the network, whether they are personally owned, or supplied by Greater Shepparton Secondary College.

I understand the Privileges and Responsibilities that I have as a user of Greater Shepparton Secondary College's IT network, infrastructure and equipment and agree to be bound by them.

I also agree that should I be uncertain of a particular issue or situation, and whether it meets my Privileges and Responsibilities, I will seek clarification from my Learning Mentor, Teacher or House Leader.

Student Name: _____

Student Signature: _____   **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____   **Date:** _____