



Emerald Secondary College Student Internet and Laptop Use Agreement

User Agreement

All students and parents are required to sign an Acceptable Use Agreement for students to be able to access and connect to the School's network. This agreement applies to use of ICT within the school and the use of laptops. Students and parents/guardians are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Laptop Policy and Information Booklet by returning a signed copy of the Agreement to the school. Access to the school's ICT network, resources, software and facilities will be granted once the agreement is signed. Parents/guardians are also encouraged to implement similar guidelines at home.

Resources for parents are available at:

Cybersmart <http://www.cybersmart.gov.au/Parents.aspx>

Net Alert <http://www.netalert.gov.au>

Acceptable User Agreement – Possible Consequences for Breaches

Adherence to the agreement will help ensure a positive, supportive and productive learning environment for all students. Students must follow the directions of teachers and school staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately.

Depending on the seriousness of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following:

- A discussion with the student
- Informing parents/legal guardian
- Loss or suspension of student access to school ICT network, resources or facilities
- Taking disciplinary action (e.g. Detention, Suspension, etc.)
- ESC retains possession of all the equipment until collected by a parent/guardian
- Recovery of any incurred costs If illegal material or activities are involved, it may be necessary for the school to inform the police.

Standard Operating System

All laptops must conform to and operate the schools Standard Operating System and software suite. The Standard Operating System and software suite must not be modified by the students. Where BYOD device is used – again it must meet the College's outlined specifications.

Device Working Order

All laptops are expected to be brought to school each day in a state that allows them to be used as intended for learning purposes. This includes being free of physical damage that prevents them from accessing the network or completing other functions.

Accessing Inappropriate or Illegal Material – Your Responsibilities

When using School's ICT equipment or student laptops, on-site or at any school related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by means such as copying, storing, emailing or printing
- access or attempt to access web proxy sites

In the event of accidental access of such material, the user has a responsibility to:

- not show others
- close or minimise the window
- report the incident to a teacher or IT support staff immediately Please note - If students bring inappropriate or illegal material (including downloaded music, movies, games, pornography, etc.) stored on their laptop to school (this includes having sites already open from home when starting up their device here at school), access



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to the school network will be removed. For access to be reinstated the laptop may be re-imaged to its original state to ensure the integrity of our ICT network and facilities. Students will also be dealt with via the appropriate student management processes and may receive additional consequences.

Copyright Matters

Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a student's laptop must not be in violation of copyright laws, hence downloading, storing, 2023 playing or sharing illegal or pirated material is prohibited. Any illegal material will result in network access being removed and the laptop being reimaged prior to reconnection. Refer to the following for resources. • The Smart Copying website <http://www.smartcopying.edu.au/> provides a comprehensive guide to copyright issues affecting Australian schools.

Music, Games, Media and Non-School Files

The primary purpose of students having a laptop is to allow around the clock access to learning, with a computer that replicates the world that students will live and work in. Students should feel free to utilise various multimedia to individualise their laptop. However, the Installation of additional software should be done with care ensuring the software is licensed and from a reliable source. Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Students and families can store personal MP3 and other music files on the device. Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. The more that is stored on the device, the slower the device will operate for learning purposes. Games, music or other unauthorised files (e.g. videos) cannot be played in class. Students found playing any games during class time may have network access removed and face disciplinary action from their teacher or Year Level Coordinator. At no time are online games to be played on the College network. Games and media files are also more likely to cause software issues and hardware malfunction of the device. These may also contain viruses that are downloaded onto laptops, potentially affecting both the laptop and College network.

Internet Use and Monitoring by the School

Students must not seek to find any information that could harm, embarrass or offend other members of the Emerald school community. If students should accidentally come across sensitive or offensive information they must exit that screen immediately. Accessing, viewing or sharing of any material that is sexually explicit, obscene, violent or offensive via the College network is strictly prohibited. The school has the right to monitor, access and review all computer use whilst students are accessing the College network. This includes personal e-mails sent and received whilst accessing the College network facilities. The College Internet filtering and monitoring software endeavours to restrict access to inappropriate sites and data, including e-mail where appropriate.

Personal Safety and Online Behaviour

- Students should not share any personal information electronically about themselves or others, including home addresses, telephone numbers, EFTPOS or Credit Card Numbers.
- Students must not attempt to invade the privacy of others, send anonymous, offensive or threatening messages.
- At school, students should not have access to Web-based Mail (mail other than ESCMail) or Chat Groups unless approved by their teacher.
- Students should promptly disclose to a teacher or parent/guardian any message he/she receives that is inappropriate or makes him/her feel uncomfortable.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- In all communications online students are to be respectful, accurate and use appropriate written expression.
- Students will not use inappropriate communications including obscene, profane, inflammatory, threatening or disrespectful language. Personal attacks and harassment are also not permitted.



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System Security

- Students are responsible for the contents stored on their laptop, College network folders and email account. They should take all reasonable precautions to prevent others from being able to use their account.
- Students must not provide their password to another person under any circumstances.
- Each student's network directory is restricted in size and students should minimise the material stored there, routinely deleting out of date or unneeded files and thereby not overtaxing the school's facilities.
- Students cannot hold the school responsible for any viruses that are transferred from the school network to home computers.
- Students are responsible for exercising due care in this regard. Students should check their Email frequently and delete unwanted messages promptly.



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Student Internet and Laptop Use Agreement Form Parent / Guardian Name

Student Name:	
Parent / Guardian Name:	
have read and understand the conditions of use detailed in the Student Internet and Acceptable Use Agreement	

- This signed Agreement will apply for 6 school years following the date of signing. I am aware that it is up to us to also have referenced the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet.
- We understand that while Emerald Secondary College will make every effort to ensure that students comply with these conditions, we will not hold Emerald Secondary College or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection.
- We agree to report any misuse of the Internet or Computer System to a member of staff.
- We agree to changes that might occur to the Student Computer/Laptop Acceptable Use Agreement and the Student Laptop Program Information Laptop Policy and Acceptable Use Policy Information Booklet and that any such changes are made in the best interests of students and families. Any significant change to the policy document would either require a new Acceptable Use Agreement to be signed or be advertised to parents in a range of formats i.e. school newsletter, website (of which the most current version of the Laptop Program Policy is present).
- We understand that any violation of the Student Internet and Acceptable Use Agreement may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.



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Student Internet and Laptop Use Agreement Form Student

As a student at Emerald Secondary College I accept and will follow the conditions of use detailed in the Student Internet and Acceptable Use Agreement and understand that there the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet also establishes clear information and guidelines in relation to College Laptop use.

Student Signature:	
Date:	

Parent/Guardian

As parent/ guardian, I accept the conditions of use detailed in the Student Internet and Acceptable Use Agreement and understand that there the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet also establishes clear information and guidelines in relation to College Laptop use.

Parent / Guardian Signature:	
Date:	

This form is required to be completed by parent / guardian and student prior to your BYOD device is connected to the internet