



ST ROSE CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT

INFORMATION FOR STUDENTS, PARENTS/GUARDIANS AND STAFF

The Diocesan School System (DSS) provides access to the internet and network services for students in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration. In using and managing internet and network services students are expected to conduct their activities in a manner that respects the Catholic Church, its mission and its values, and respects the dignity, rights and privacy of other persons. St Rose Catholic School considers the following uses of the internet and network services by students to be unacceptable:

System Requirements

- Any uses that breach existing Diocesan School System policies
- Any use that contravenes the ethos and values of the Catholic school system
- Any attempts to injure the reputation of or cause embarrassment to schools or the Diocesan School System
- Any use of DSS ICT systems for business or personal financial benefit
- Any use of DSS ICT systems for political purposes.

Personal Safety

- Posting of personal contact information about themselves or other people (personal contact information includes address, telephone, school address, work address, email addresses, etc)
- Meeting with someone they have met on-line without their parent's/guardian's approval and participation.
- Not disclosing to their teacher, any messages they receive that are inappropriate or that make them feel uncomfortable.

Unlawful Use

- Engaging in any illegal act, engaging in any criminal activity, threatening the safety of people, etc. Privacy Issues
- Posting private information about another person

- Re-posting a message that was sent to them privately without the permission of the person who sent them the message.
- Sending items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

Copyright and Plagiarism

- Not respecting the rights of copyright owners: copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, they should request permission from the copyright owner.
- Plagiarising works found on the internet: plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Access

- Attempting to gain unauthorised access to the service or to any other computer system through the service or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files.

Inappropriate Use

- Using 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
- Engaging in personal attacks, including bullying, prejudicial or discriminatory attacks
- Harassing another person. Harassment is any behaviour that is not asked for and not wanted and that offends, upsets, humiliates, or intimidates another person. If a user is told by a person to stop sending them messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organisation
- Using the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Attempting to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Failing to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

Network Security

- Making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means.
- Intentionally spreading computer viruses
- Providing their password to another person for accessing services
- Interfering with the operation of anti-virus software or other computer system security features
- Altering system files, system configurations, folders, and other technical data
- Not notifying the school network administrator if they have identified a possible security problem or malfunction. However, students will not go looking for security problems, because this may be construed as an unauthorised attempt to gain access.

Resource Limits

- Using the services for other than educational or career development activities
- Downloading or sending large files unnecessarily
- Using ICT systems in such a way as to impede the efficiency of other users.
- Posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Not checking e-mail frequently nor deleting unwanted messages promptly
- Subscribing to on-line services or group mail lists that are not relevant to their education or professional/career development.

Monitoring

Students and parents are advised that use of the school's computers and internet and network services may be monitored to:

- Protect against unauthorised access.
- Ensure that systems and networks are functional.
- Ensure that use complies with this policy and the requirements of the Catholic Schools Office.

KINDERGARTEN TO YEAR 2 STUDENT AGREEMENT

Using technology is a big responsibility and I am going to agree to be a good technology user. I want to be a good technology user.

- I will have clean hands when I use technology.
- I will use gentle hands when I use technology.
- I will ask for help when I don't know what to do.

- I will share the technology with classmates.
- I know that teachers might look at what I do with technology.
- I will not tell anyone my password.

When I use the internet

- I will tell my parents about the things I do on the internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable.

I know that I can only use technology if I am responsible.

YEARS 3 TO 6 PRIMARY STUDENT AGREEMENT

As an ICT user at St Rose Catholic School, I will follow these rules:

1. I will use technology only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICT equipment.
3. I will only use the software or Apps approved by the teacher.
4. I will look after the environment by not wasting resources.

for example, by: • not printing more copies than I need.

- not downloading large files unnecessarily

5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file or on my own storage media.
7. I will not use the school's internet or network services to download, display, print, create, save, or transmit materials that:
 - use obscene, threatening, or disrespectful language.
 - are rude or abusive.
 - cause offence to others or engage in bullying behaviour.
 - are illegal or dangerous.
8. If I accidentally come across something, I am unhappy with I will immediately click on the home or back button and inform the teacher.
9. I will only send messages that are polite and sensible.

10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
11. I will not give out personal information such as my surname, address, and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials, but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network. If I break any of these rules, then I may be unable to use ICT at school and I will need to renegotiate how and when I use ICT with the principal.

PARENT/GUARDIAN AGREEMENT

I understand that St Rose Catholic School provides students with access to ICT, internet and network services that may include computers, the internet, intranet, software, e-mail, social media, chat, search engines, and collaboration tools to enhance teaching and learning. The school may use various cloud-based services to provide services such as e-mail, collaboration, web applications and data storage. Consequently, student account details and data may be transferred, stored, and processed in the United States or any other country utilised by these providers.

In signing this agreement, I consent to this transfer, processing, and storage of information. School personnel responsible for the cloud systems may have the ability to access, monitor, use or disclose data and associated administrative data for the purposes of administering the system and ensuring its proper use.

In signing this agreement, I consent to such access, use and disclosure.

I agree to my child/ren using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above. I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material and unwanted contact. I understand that the school will not be responsible for any financial obligations my child incurs through use of network services. I believe my son/daughter understands this responsibility, and I hereby give

my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.