

# St Virgil's College ICT Acceptable Use Agreement

St Virgil's College recognises that Information and Communication Technology (ICT) is an important and pervasive element of contemporary society. ICT is comprised of a set of powerful tools. As with all tools, guidelines and boundaries need to be established to ensure that ICT is used in appropriate, safe ways.

The core values of St Virgil's College are:

*Community • Justice • Respect*

The use of ICT at St Virgil's College will be governed by these values.

When I use ICT, I agree that I will:

- communicate respectfully by thinking and checking that what I write or post is polite and respectful.  
This means:
  - never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
  - not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
  - not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).
- protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.  
This means:
  - protecting my friends' information in the same way.
  - protecting my password and not sharing it with others.
  - only joining a space online with my parent or teacher's guidance and permission.
  - never answering questions online that ask for my personal information.
- look after myself and others by thinking about what I share online.  
This means:
  - never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
  - speaking to a trusted adult if I see something that makes me feel upset or if I need help speaking to a trusted adult if someone is unkind to me
  - speaking to a trusted adult if I know someone else is upset or scared
  - stopping to think about what I post or share online
  - using spaces or sites that are right for my age
  - not deliberately searching for something rude or violent
  - either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- be careful with the equipment I use.

In particular, when I use my iPad:

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not take apart my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are appropriate, meet St Virgil's College expectations and are educational.
- I will only play games outside school time and only if my parents/carers say it's okay.
- I will follow any guidelines set by teachers or my parents/carer in regard to when and where I may use my iPad.
- I will not place decorations (such as stickers, markers, etc.) on my iPad.
- I understand that a teacher can ask to see my iPad at any time without notice and I have to unlock any pass-code I might have on the iPad.
- My parents will file a police report in case of theft, damage, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

#### STUDENT

I have read the Acceptable Use Agreement carefully and understand the importance of following it. I understand that not following these conditions will mean that my access to ICT resources at school may be changed. This may result in loss of, or restricted, access to school ICT resources such as computers, internet, email or iPad for a period of time determined by the Head of Junior School or delegate authority.

Student Name (please print): \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PARENT OR CARER

As the parent or carer of this student, I have read the ICT Acceptable Use Agreement and have discussed the information contained in the Acceptable Use Agreement with my son. I understand that ICT resources access is designed for educational purposes. St Virgil's College has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the College to minimise risk of exposure to unsuitable material and it is impossible for the College to restrict access to all inappropriate content and materials and I will not hold them responsible for the content accessed or materials acquired on the ICT resources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I acknowledge that any damage to the iPad will incur a \$120 administration fee for the repair of the damage (or replacement of the iPad) for the first two instances. If damage is intentional, not able to be covered under Apple's extended warranty (AppleCare+), or it is the third (or subsequent) claim, this cost may be significantly higher, depending on the damage. Getting the iPad repaired outside of the school's processes is not permitted, and may result in the need to replace the iPad, at your own cost.

Parent or Carer's Name (please print): \_\_\_\_\_

Parent or Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_