



ST VIRGIL'S COLLEGE

A Catholic boys school in the Edmund Rice tradition

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.

Community

We recognise that ICT can be used to build enduring relationships, but we must act with integrity and compassion towards our fellow ICT users and the ICT equipment which exists within our community.

As a student of St Virgil's College, I will respect the value of Community and ICT in the following ways:

- I will respect members of the College community and communicate with them in a supportive manner, refraining from writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours); and
- I will make sure all members of the College community have access to ICT resources by using College-owned equipment with care and notifying a teacher if anything is damaged or requires attention.

In addition, with respect to my iPad, I will make sure that:

- I will use the iPad in ways that are appropriate, meet St Virgil's College community expectations and are educational;
- I will not use/interfere with another student's iPad without a teacher's permission;
- I will not use my College email address to sign in to personal services such as social media or retail sites;
- I will support the learning community in the classroom by making sure that I follow any guidelines set by teachers or my parents/carers in regard to when and where I may use the iPad; and
- I will obtain 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.

Justice

We recognise that Justice is about fairness. We strive to serve others and ensure that everyone has the opportunity to reach their potential. We believe that ICT can help realise that potential, but only if it is being used in a fair way.

As a student of St Virgil's College, I will respect the value of Justice and ICT in the following ways:

- I will act justly towards others by protecting their privacy online; refraining from posting or forwarding their personal details or images without their consent;
- I will act justly towards creators of online content by abiding by copyright and intellectual property regulations. If necessary, I will request permission to download and/or use images, text, audio and video and cite references;
- I will not attempt to monitor or interfere with College network systems and security or the data of another user;
- I will not attempt to use or access, in any way, the username/password of someone else, or behave in any other way that may be considered 'hacking', as these are unfair use of school ICT resources; and
- I will refrain from bringing to school or downloading onto school computers any unauthorised programs, including games, as that unfairly exposes the College network to security risks and may get in the way of learning.

In addition, when I use the iPad, I will make sure that I will use it in a fair way:

- I will not disassemble any part of the iPad or arrange any repairs other than through College ICT Support staff;
- I will protect the iPad by always carrying it in the case provided, or a suitable replacement;
- I will limit the playing of games to outside school time and only with the permission of my parents/guardians;
- I will not 'jailbreak', use any form of VPN, or install configuration profiles on my iPad, other than those required and approved by the College;
- I will not use any method for installing apps other than the Apple App Store or College App Catalogue;
- I will not use the Apple ID of another person to install content on my iPad;
- I will allow the iPad to be inspected at any time without notice, including providing a staff member with my passcode/relevant passwords;
- I will file a police report in the case of theft, vandalism, and other acts covered by insurance;
- I will be responsible for all damage or loss caused by carelessness, neglect or abuse; and
- I will maintain the iPad, case, charger and sync cord in good working condition and will notify ICT Support Staff immediately that I notice any damage to any of this equipment.

Respect

We show Respect by honouring our learning through ICT and caring for ourselves and each other online and around ICT resources.

As a student of St Virgil's College, I will respect the value of Respect and ICT in the following ways:

- I will protect my privacy online, not giving out personal details, including my full name, telephone number, address, passwords or images;
- I will talk to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- I will carefully consider the content that I upload or post online; my 'digital footprint' is often viewed as a personal reflection of who I am;
- When using ICT in the classroom, I will respect the needs of others in the classroom, and make sure I use ICT under teacher directions and without interfering with the learning of others; and
- I will respect the privacy of others, only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.

In addition, when I use my iPad, I will make sure that I will use it in a respectful way:

- I will take good care of my iPad;
- I will not loan my iPad to anyone;
- I will not leave my iPad in a location that may make it prone to being damaged;
- I will ensure that I have a passcode on my iPad to prevent unauthorised use, and will keep this passcode secret from others;
- I will know where my iPad is at all times, including having Find my iPad turned on in iCloud;
- I will ensure that iCloud Drive is configured, wherever possible, for automatically saving my work;
- I will make sure the contents of my iPad are backed up regularly, either through iCloud or iTunes;
- I will charge my iPad battery daily;
- I will not write on or place decorations (such as stickers etc) on my iPad or its case; and
- I will follow all directions with regard to what I can and can not use my iPad for, including apps that may be banned or services for which I may not be allowed to subscribe. If I am unsure of these directions, I will ask ICT Support Staff for assistance.

STUDENT

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will mean that my access to ICT resources at school will be renegotiated. 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 Principal.

Student Name (please print): _____

Pastoral Care Group: _____

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.

In regard to the iPad Programme, I understand that whilst the iPad remains the property of St Virgil's College, my son will have access to the iPad both at school and at home until the conclusion of the school academic year unless otherwise determined by the Principal or delegate authority.

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: ____/____/____