



## STUDENT USE OF COLLEGE NETWORK AND ICT RESOURCES AGREEMENT

To the Student and Parent/Guardian,

Internet, email and other ICT facilities and services are essential teaching and learning tools. The Queensland Department of Education (DoE) provides access to ICT facilities and services to students that improves communications, enhances productivity and enables the use of learning tools in support of the curriculum.

In accordance with DoE policies, students are required to complete a "Student use of College Network and ICT resources" Agreement as shown below if they wish to use any Information or Communication Technology Services and Systems at the College, including but not limited to the Internet, Email, Network Storage and Printing.

The College's ICT Services and Systems are secured, monitored and filtered by the DoE.

**This agreement will remain in effect for the duration of the student's enrolment at Redlynch State College unless otherwise revoked or amended in writing.**

***Michael Hansen***  
**Executive Principal**

### **Acceptable/appropriate use/behaviour by a student**

It is acceptable for students while at school to:

- use approved BYOx devices or DoE devices for:
  - ✓ assigned class work and assignments set by teachers
  - ✓ developing appropriate literacy, communication and information skills
  - ✓ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - ✓ conducting general research for school activities and projects
  - ✓ communicating or collaborating with other students, teachers, their parents or experts in relation to school work
  - ✓ accessing online references such as dictionaries, encyclopaedias, etc.
  - ✓ researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a BYOx device or DoE device
- switch off and place out of sight the BYOx device or DoE device during classes, when these devices are not being used in a teacher-directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile phone under special circumstances.

## Unacceptable/inappropriate use/behaviour by a student

Inappropriate content and material must not be accessed, stored or transmitted on the department's network. The below provides specific examples of inappropriate use of the department's network including email, storage and internet access. This list is provided as guidance and is not considered an exhaustive list of inappropriate use. These actions by a user may constitute a crime under the [Criminal Code Act 1899 \(Qld\)](#) or be viewed as serious misconduct under the [Student Code of Conduct](#).

It is unacceptable for students while at school to:

- use a BYOx device, DoE device, or personal mobile phone in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras (e.g. laptop or phone) inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile phones during exams or class assessments unless expressly permitted by school staff.

## Network monitoring

The department monitors and reports on intranet, internet and network usage and inspects email messages sent or received by anyone using department's ICT business systems to:

- identify inappropriate use
- protect system security
- maintain system performance
- protect the rights and property of the department
- determine compliance with state and departmental policy.

If the department reasonably suspects that a student is using the network in a manner that could constitute a crime, the department will refer the matter to the police.

Monitoring and investigations include but are not limited to:

- accessing and examining specific types of messages, such as large messages or those containing documents, executables, audio visual files and/or compressed zip files
- accessing and examining messages in specific circumstances, such as at peak periods, where an individual's message volume is high, or on a random sampling basis
- accessing and examining records for the purpose of complying with investigation requests received from the Internal Audit Branch, senior management, or authorities such as the Queensland Crime and Misconduct Commission
- introducing and using content security software to protect users and the department's ICT network, systems and services from infectious or malicious content, offensive or libellous material and breaches of confidentiality
- conducting security audits and scans (whether manual or automated) of any BYOx devices that connect to the department's ICT network where a security breach has been detected or the device is suspected to have compromised the integrity of the network.

## STUDENT ACCEPTANCE AND SIGN-OFF

**Please note:** Children from Prep to Year 3 inclusively are exempt from signing the student section below.

- I understand that the College's information and communication technology (ICT) facilities and services provide me with access to a range of essential learning tools, including access to the internet and email.
- I understand that the internet can connect me to useful information stored on computers around the world.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and services inside or outside of school hours.
- While I have access to the College's ICT facilities and services:
  - I will **only** use it for educational purposes.
  - I will **not** look for or share anything illegal, dangerous or offensive.
  - I will **not** reveal my password or allow anyone else to use my school account.
  - I will **not** access any other users' home drives, storage locations, email or other ICT resources.
  - If I come across something that is illegal, dangerous or offensive, I will immediately inform my teacher.
  - If I receive any inappropriate emails, I will immediately inform my teacher.
  - I will **not** reveal names, home addresses or phone numbers – mine or anyone else's – when using email or the internet.
  - I will **not** use the school's ICT facilities and services (including the internet and email) to annoy, offend, bully or otherwise harass anyone else.
  - I understand that I have a responsibility to respect the privileges I have been given, and respect ICT facilities and services.
- I have read this agreement in full.
- I understand what constitutes appropriate and inappropriate use/behaviour.
- I agree to abide by the terms and conditions of this agreement and the [Student Code of Conduct](#).
- I understand that any breaches may result in disciplinary action, including loss of access to ICT facilities and services, suspension or exclusion from Redlynch State College.
- I understand that breaches of some of the terms and conditions of this agreement may constitute a crime, and DoE may refer the matter to the Queensland Police Service.

\_\_\_\_\_ (Student name)

\_\_\_\_\_ (Student signature) \_\_\_\_\_ (Date)

## PARENT OR GUARDIAN ACCEPTANCE AND SIGN-OFF

- I understand that the College provides my student with access to information and communication technology (ICT) facilities and services (including the internet and email) for valuable learning experiences.
- I understand that this will give my student access to information from around the world, and accept that the College and Department of Education (DoE) cannot control what is available online, some of which can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information will depend ultimately upon responsible use and conduct by my student.
- I will ensure that my student understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT facilities and services.
- I will advise the College if any inappropriate material is received by my student that may have come from the College or from other students.
- I accept that the College is not responsible for safeguarding information stored by my student on a BYOx device, DoE device or College/DoE storage facility, and that my student will ensure that all information is safely backed-up as I deem appropriate.
- I accept that the College may remotely access a DoE device for management, maintenance and monitoring purposes.
- I acknowledge that the College does not accept liability for any loss or damage suffered to BYOx devices as a result of using the department's facilities and services.
- I acknowledge that the College does not accept liability in the event of loss, theft or damage to any BYOx device unless it can be established that the loss, theft or damage resulted from the College or department's negligence.
  
- I confirm that \_\_\_\_\_ (***name of student***) has read this agreement in full, understands what constitutes appropriate and inappropriate use/behaviour and agrees to abide by the terms and conditions of this agreement and the [Student Code of Conduct](#).
- I have read and understood this agreement and the [Student Code of Conduct](#).
- I agree to abide by the terms and conditions of this agreement.
- I understand that any breaches may result in disciplinary action, including loss of access to ICT facilities and services, suspension or exclusion from Redlynch State College of my student.
- I understand that breaches of some of the terms and conditions of this agreement may constitute a crime, and DoE may refer the matter to the Queensland Police Service.
- I hereby give my permission for my student to access and use the College's ICT facilities and services (including the internet and email) subject to the terms and conditions of this agreement and the [Student Code of Conduct](#).

\_\_\_\_\_ (Parent/Guardian name)

\_\_\_\_\_ (Parent/Guardian signature) \_\_\_\_\_ (Date)