



Allendale East Area School

ALWAYS STRIVING

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Email dl.0751.info@schools.sa.edu.au

Website www.alleastas.sa.edu.au

Computer Access, Network and Internet Agreement

Introduction

Opportunities for young people and adults to learn and engage with each other have exploded in recent times with the proliferation of computer networks, mobile devices, broadband connections to the Internet and virtual communities. With such exciting opportunities comes the need to ensure that children and their parents consider the implications for safe use of information and communication technologies (ICTs).

Acceptable Use

Allendale East Area School Network and Internet Users will:

- Only use their official access for official duties or designated learning activities and not for private business or political purposes. In particular, access to information that is violent, subversive or sexual is strictly prohibited.
- Not intentionally or by negligence divulge to any other person the password(s) associated with their account, or to allow others to use that account.
- Not attempt to gain access to another users account.
- Unless specifically authorized, not intercept, download or attempt to electronically read another users files, transmissions or electronic mail.
- Ensure that their workstation is secured at all times, for example by logging out of all active sessions when leaving the workstation.
- Not upload or download copyright software or applications to the Internet or to a Allendale East Area School Computer
- Not breach State and Commonwealth Government laws, regulations or policies on Equal Opportunity, Sexual Harassment and Electronic Access in their use of the Intern
- Specifically, the access, transmission, retrievals, storage or display of
 - **Sexually explicit material**
 - **Hate speech or offensive material**
 - **Material regarding illicit drugs or violence**
 - **Material regarding criminal skills and /or illegal activities**
 - **Material of a defamatory, discriminatory or harassing nature**

is strictly forbidden if that material does not form a part of a legitimate educational enquiry. This includes accessing any sites or forums that deal with these materials.

- Not attempt to change configuration files or settings unless specifically authorized to do so.
- Report any faults or anomalies, apparent misuse and requests for changes to configurations to the Allendale East Area School Computer Systems Manager.
- Comply with any directions given by the Coordinator, Information Systems Services.
- Only use Electronic mail, Network News, World Wide Web unless otherwise endorsed on this agreement.

To build strong diverse futures for all of our young people by providing quality education driven by student needs, skills and aspirations

Courage Excellence Respect



Government of South Australia
Department for Education



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Action will be taken against any user found to be in breach of, or an accessory to any breach of, this agreement. This will range from temporary or permanent closure of the user account to prosecution under the State or Commonwealth laws and regulations.

All Network use is monitored by the Computer Systems Manager under the direction of Technology Coordinator and School Principal.

Cyber-safety

Allendale East Area School is committed to being a cyber-safe learning environment. Please see the attachment *Strategies to help keep students cyber-safe* for strategies to help us stay safe when using ICT at school and after formal school hours.

It should be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device eg laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

Responsibilities when Computers are used at School

Care of computers

Students are expected to care for computers.

Students have access to computers with the knowledge that computers are in good care and working order. At the time of use students are required to report operational or damage issues to the Allendale East Area School Computer Systems Manager.

In the case where a loan computer/laptop has been provided to a student for in school use, it is provided in good care and working order and is confirmed at the time. If at any time there are operational or damage issues, your child will report it to the Allendale East Area School Computer Systems Manager. If the damage is wilful or if the computing device is lost from an unsecured location, parents may be responsible for the full replacement cost of the laptop. School policies related to the recovery of debts will apply.

If a loan laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to another loan laptop. In such cases, repair or replacement costs may be passed on to the parent/caregiver for payment. School policies related to the recovery of debts will apply.

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Non-school applications and files

At all times the performance of computers and laptops is for the primary purpose of student learning. Some software can slow down the performance of the device or corrupt it so that it is unusable. Approval from the school must be sought before loading non-school software. Some software, even if approved for installation, may not be supported by the school.

The consequence of contravening school policies on the use of non-school applications will be the restoration of computers and laptops to their original specifications, with the possible loss of all student data. It is the responsibility of the student to ensure files related to their learning are backed-up in an alternative location as a matter of good practice.

If your child leaves Allendale East Area School, any loan laptop must be returned to the school. As part of the return process, a maintenance check will occur to ensure that the laptop is in good order. Any repair or replacement costs may be passed on to the parent/caregiver for payment. School policies related to the recovery of debts will apply.

Online Storage and OneDrive

Information that students transfer or store using the school's Cloud Computing Services (including email, assignments and any other data storage) will be stored by Microsoft OneDrive and be accessed by students at both home and at school. This information is stored externally through Microsoft services and students will be able to access it with their school login information. This further highlights the importance of keeping this information secure. Students might also be required to sign up for different Websites and other online services in general classroom activities. All tasks that require this will be risk assessed and require approval when using student's personal information to make online accounts.

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Computer Access, Network and Internet Agreement

Student Agreement

I have read and understood this Computer Access, Network and Internet Agreement and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that failure to comply with the Agreement could result in behaviour management processes of the school being invoked.

Name of student

Home Group

Signature of student

Date

Parent/Caregiver Agreement

I have read and discussed this Computer Access, Network and Internet Agreement and am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that the failure of my student to comply with the Use Agreement could result in behaviour management processes of the school being invoked.

I have ensured that this Use Agreement has been signed by my child, and I'm aware that any costs associated to repairs or replacement of Information and Communication Technology (ICT) equipment while in the care and custody of my child may be borne by me, the parent/caregiver.

I am aware that by signing and returning this form constitutes a commitment to pay in the event that there are costs associated with repairs or replacement of computing devices damaged while in the care and custody of the student. Allendale East Area School's policies relating to the recovery of debts will apply.

Name of Parent/Caregiver

Signature of Parent/Caregiver

Date

**This agreement will remain in force as long as your child is enrolled at this school.
If it becomes necessary to add/amend any information or rule, you will be advised in writing.**

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