Technology User Agreement

The provision of Information and Communication Technology (ICT) at ROCKINGHAM SHS provides students with access to email, the internet and other digital equipment. The availability of such resources encourages students to develop their skills and potential in a safe and supportive environment. The use of ROCKINGHAM SHS’ internet network and resources is of significant educational value but can pose the risk of exposure to inappropriate and offensive material if used incorrectly.

The use and access to ICT at ROCKINGHAM SHS is a privilege and failure to adhere to ROCKINGHAM SHS’ User Agreement and Policy will result in the restriction of access to network facilities within the School.

This document must be read and signed by students and parents/guardians to indicate agreement to the following conditions;

1. **Passwords**

   Network access is provided by way of an account and password, and is uniform with DoE policy. User accounts are for educational use of the account holder only. Your account must contain only educational material i.e. course related material. Under no circumstances are students permitted to share their account or password with any other student. If you suspect that someone is using your account or knows your password you must report it immediately.

2. **General Access**

   - Users are only permitted to use the software or applications as directed by the classroom teacher.
   - Users must not attempt to, or, subvert any restrictions placed on the use of network facilities.

3. **Access to Rockingham SHS Wi-Fi Network**

   - ROCKINGHAM SHS does not guarantee 100% access to Wifi at all times.
   - In support of mobile technology, in particular iPads/Tablets students are required to sign the User Agreement at the end of this document. Students will be provided with the correct settings on return of the signed contract.
   - Students who bypass the contract and obtain the settings by other means will be suspended from the School’s internet network system as per policy see below.

4. **Mobile Technology Devices – Personally Owned Devices**

   The School recognises the use of mobile devices for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in this learning experience not simply a participant. The School also recognises that education is in a transition phase and that while individually owned devices are encouraged the use of these devices must be managed and monitored. Devices used within the School remain under the following conditions;

   - **Mobile Technology is not permitted to be charged at the School.**
   - The School/DoE does not provide any form of insurance for personally owned devices. It is highly recommended that such devices are covered under home owners insurance.
   - The device owner is responsible for the safe-keeping and care of the device at all times.
   - The school teacher will not require students to download any applications that have a cost associated to them.
   - The School accepts no responsibility at all for any charges incurred by students downloading apps/software.
   - Students are responsible for the content on their personally owned devices. Content must be age appropriate.
   - The School reserves the right to ask students to remove apps etc. that are inappropriate, or request, the mobile device is not brought onto the School grounds until content is suitable.
   - Users of such devices must remain within the guideline of this User Agreement and DoE policies.
   - **Any staff member has the right to confiscate a device for discipline purposes, and to monitor the content for suitability within a school context.**
   - Technical support is not available for individually owned devices. The maintenance (sync) of such devices is the responsibility of the owner.
   - Students are not permitted to connect to the School’s network/internet unless a signed BYOD User Agreement has been provided to the Sub School.

4a. **Personal Communication using Mobile Devices**
Mobile devices are allowed to be used in an educative manner but MUST not be used for personal communication during the school day. Students and Parents MUST use the sub school to communicate with each other during the school day should the need arise. This would be in situations where the student is feeling unwell or the parent needs to pick up the student early etc. Refer Mobile Phones Conditions of Use at the end of this agreement.

5. Copyright and Plagiarism

Users agree to follow the Copyright laws. Copyright is applied to all artistic and intellectual works whether or not it contains a copyright notice. This includes all information from CD-ROMS, the internet, printed material, maps, text, graphics, photographs, maps, charts etc. To follow copyright users:

- Must acknowledge the source of information.
- Must NOT use School facilities to copy and / or distribute software, this includes games.
- Must NOT use School facilities to copy and/or distribute DVD's (Movies) etc.

Plagiarism is the direct copying of other's work. Plagiarism will be referred to ROCKINGHAM SHS’ assessment policy.

6. Internet Use and Inappropriate Material

Internet access provided by ROCKINGHAM SHS is for curriculum related information. Users must not use their account to access material that is unrelated to the curriculum. Users must not access any material / sites (Images, Videos, Text etc.) that may be deemed offensive as judged by teachers and /or School administration, in particular;

- Pornography
- Racist
- Culturally Offensive
- Sexually Explicit
- Blog's/Chat Rooms etc., unless used as part of a classroom strategy
- Unethical
- Offensive Language
- Drugs (Growing, paraphernalia etc.)

While some of the above topics are legitimate curriculum topics, teachers should provide students with appropriate sites for use. Please note that while every reasonable effort is made by schools and the DoE to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure. If the user finds any information that is inappropriate or makes them feel uncomfortable they are to inform the teacher.

7. Email, Chat Rooms, Blogs etc.

It is recommended that users should use the DoE provided email for communication from ROCKINGHAM SHS. However the capacity restrictions of DoE provided email account has been acknowledged and all students are provided access to a School domain restricted Gmail account. Parental permission is required to acknowledge this communication form.

When using email etc., users are required to be respectful to others and use appropriate written expression.

Users are to use DoE email and other communication facilities, under the direction of the teacher, in an appropriate manner and in particular are prohibited from using email etc., to:

- harass, bully, intimidate or menace another person;
- use obscene, offensive, racially offensive etc language;
- reveal any personal information including names, addresses, phone numbers of themselves or others;
- forward an email without the permission of the sender;
- distribute any unsolicited or offensive material;
- distribute material that is offensive or contains insulting statements based on race, colour or nationality of a person;
- defame a person or an organisation.

Students may forward email to other accounts such as Gmail, however, official communication to teachers is through the student's DoE provided email account.

It is the responsibility of the individual student to ensure that tasks/assignments etc. are received via email. No responsibility is placed on the teacher.

Students are required to provide completed tasks/assignments/homework in the format requested by the individual
8. **Network Monitoring and Audits**

You should be aware that the DoE and the Rockingham SHS has the right to review, audit, intercept, access and disclose messages created, received or sent over the Department's online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

9. **Backups**

Whilst every effort is made to provide school wide backups, ROCKINGHAM SHS is not responsible for the loss of any data in the case of an accident. It is essential that users backup their own work/data files regularly by way of thumb drives and home computer systems.

10. **Consequences**

Users may be suspended from accessing ROCKINGHAM SHS’ network facilities for breaching any of the above conditions. Disciplinary action may be taken at a school level, or criminal proceedings initiated as appropriate.

Network suspension may occur in the following manner:

- **First Offence** - 1 week suspension from network, parent contact via phone, details entered into SIS.
- **Second Offence** - 2 weeks suspension, not concurrent from network, parent contact via letter sent home, details entered into SIS.
- **Third Offence** - 3 weeks suspension, not concurrent, from the network. Letter sent home, interview with administration to negotiate reinstatement of user account, details entered into SIS.
- **Fourth and subsequent bans** - suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into SIS.

**STUDENT MOBILE PHONE CONDITIONS OF USE**

For security, safety and/or emergency purposes some parents and guardians have supplied their child with a mobile phone. This policy details the conditions under which mobile phones and other electronic devices are permitted to be brought to school by a student.

**Mobile Phones**

- must not be used for taking photographs or videos other than those needed for direct educational use;
- must be switched off during class, recess and lunch breaks unless, with the exception of phones, the device is being used with the direct permission of the teacher for an educational purpose. Phones must be turned off at all times. *Under the Department's existing Behaviour Management in Schools policy all schools must ban mobile phone use in the classroom.* (Sharon O'Neill, Director General, February 25, 2009);
- must remain in the possession of the owner and not be used by other students;
- is the responsibility of the student. The school takes no responsibility for loss, theft or damage to any device in any circumstance, even if confiscated at the time of loss.

*While at school, students are the responsibility of the school and emergency contact with parents must be made through the appropriate staff member or manager, not the student's mobile phone.*

**Breaches of these conditions may result in:**

- Confiscation of the device by the classroom teacher, to be returned at the end of the period.
- Confiscation of the device, to be collected after school from the sub-school manager.
- Confiscation of the device, to be collected after school by a parent from the Associate Principal.
- Repeated breaches of this policy will result in the withdrawal of permission for the student to bring a mobile phone or other devices to school.
- Students who refuse to follow a teacher's instructions are dealt with in accordance with the school's behaviour management policy.

Students may be suspended for up to 10 days for breaches of this policy and the conditions of use.