



LE FEVRE HIGH SCHOOL

Use of Personal or Loan ICT Devices Agreement



Document control

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**Government
of South Australia**

Department for Education
and Child Development

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Purpose

At Le Fevre High School our aim is for all students to have access to software required to successfully reach educational outcomes. We know that when students use technology of any kind they are more likely to be engaged and motivated to learn. We want to empower students by allowing them to use their own devices, while still giving access to the full suite of software available at Le Fevre High School whether on or off site. Computers are accessible to all students ranging from years 8-10 via the use of Computing and laptop suites. Our vision is to enhance the educational experience for our students enabling them to access the tools required while on and off site.

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and the Cloud Computing policy located on our website <http://www.lefevrehs.sa.edu.au/> then sign the ICT and Cyber-Safety User Agreement form.

Rigorous cyber-safety practices are in place, which include cyber-safety User Agreements for staff and students. Child protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all students. The computer network, Internet access facilities, computers and other ICT equipment and services bring great benefits to the teaching and learning programs at Le Fevre High School, and to the effective operation of the school.

The ICT equipment is for educational purposes appropriate to this environment, whether it is owned and/or loaned from the school either partially or wholly, and used on or off the site. The overall goal of Le Fevre High School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement (ICT and Cyber-Safety User Agreement) includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students and parents are required to sign and return the consent form. Once the form has been returned to school, students will be permitted to use the school ICT equipment.

Material sent and received using the Le Fevre High School network and cloud services may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device may be confiscated and handed to the police.

While every reasonable effort is made by the school and Department for Education to prevent student exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, eSafety at <https://www.esafety.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <https://bullyingnoway.gov.au/>. Please contact the school, if you have any concerns about your child's safety in using the Internet and ICT equipment and services.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following conditions to help them stay safe when using ICT at school and outside formal school hours.

Terms and Conditions

Your hardware:

- Please be aware that if you choose to bring your laptop to school we advise that the laptop should be carried with the student at all times.
- It will be the students' responsibility to bring the device fully charged as charging of devices is not permitted on site.
- The IT Staff at Le Fevre High School will not be responsible for the maintenance of the student device.

Access Software:

- Le Fevre High School will install software onto the student device which will allow them access to all required software for classes. This software will be fully supported by the IT Staff.

Games, Music & Non-School Applications:

- While the device is privately owned and files and software are under the ownership of the student we ask that:
 - Files (music, movies, photos) are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – including illegally acquired music or movies).
 - Are age appropriate (being morally and ethically acceptable in accordance to age appropriate ratings and privacy)
 - Do not interfere with learning outcomes
 - Do not affect the school wireless network.
 - Permission for the school to install the following software packages:
 - AB Tutor: for school network security
- Networked games are not allowed
- If these conditions are not followed, consequences may include removal of access to the schools owned software. Further, the school Behaviour Management Policies will apply.

Virus Protection

- Le Fevre High School highly recommends having up to date Virus protection on the device's students wish to use at school (the IT Staff at Le Fevre are able to recommend software). The purchase and installation of antivirus software is the responsibility of the student.

If a student laptop is found to have a virus when it joins the school's network, student access will be relinquished until the virus is addressed appropriately.

- Students should ensure that they keep virus definitions up to date and regularly scan for viruses.
- As the devices are privately owned, they must take precautions to ensure they are protected against viruses.
- Please careful when:
 - Using removable media (USB, CD's, iPhones) from friends or unknown sources
 - Opening suspicious emails
 - Clicking on suspicious advertisement and links while browsing the internet.
 - Installing free applications or software onto laptops as these may contain spyware

Proper Storage

- If a student wishes to bring their device to use at school it is highly recommended that they also bring suitable storage to protect against damage. Small protector bags are permitted to be carried around all day.

Loss and Damage

- The School will not be responsible for loss and damages which may be caused to personal or school loaned devices.

Acceptable Use

'Cyber-safety' refers to the safe use of the Internet and ICT equipment and services, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'ICT equipment and services' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), enterprise storage, network switches, routers, printers and any other, similar, technologies both school owned or privately owned. Services include cloud/online based solutions such as, but not limited to Microsoft Office 365, Google Apps for Education (encompassing GSuite) and any Le Fevre High School service that comprises of electronic communication and/or delivery system, such as Daymap, Wordpress, Papercut, ICT Administration.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my ICT and Cyber-Safety Use Agreement form and the completed form has been returned to school.
2. The school may monitor traffic and material sent and received using the school's ICT equipment and services. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
3. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment and services or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
4. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.
5. I understand that Le Fevre High School must use my full name to provide a cloud service (e.g. Microsoft Office 365 and Google Apps for Education).
6. I understand that LearnLink Office 365, Google Apps for Education and other cloud-based services, as deemed appropriate by the school, are only to be used in relation to delivering curriculum objectives, and will not be used to store sensitive, personal or illegal information and/or content.
7. I understand that installing and/or accessing any school sponsored software or services (e.g. Office 365 or Google Apps for Education) on my device is at my own risk. I take responsibility for ensuring my files are backed up prior to downloading, installing or accessing any school sponsored software or service.

Personal Device (BYOD -Bring your Own Device)

8. My privately-owned ICT equipment/devices (BYOD), such as a laptop, netbook, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the ICT and Cyber-Safety Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment. ICT devices may be examined by the school's monitoring systems and staff.
9. The Department for Education, SA Government and Le Fevre High School is not responsible for loss/damages to personal devices/mobile devices including applications/information/data stored on, processed or accessed in conjunction with using any provided service.

Chromebook Loan Programs

10. The school reserves the right to confiscate any device issued through school Chromebook /Laptop programs if the conditions of the agreements entered into with Le Fevre High School are broken.
 11. Users who have agreed to loan a School Owned Chromebook are wholly responsible for maintaining the device in good repair and condition at all times. Any breakages or wilful damage can be subject to cost recovery and must be reported to ICT Services. Chromebook manufacturing defects are covered by the school warranty.
 12. A Chromebook /Laptop Program device purchased or loaned through the school, may have other applications installed by the user of the device, providing that the software meets the following criteria:
 - a. does not attempt to circumvent security measures or gather information from other devices (snooping, sniffing or other network inspection tools)
 - b. does not gain unauthorised access to other systems or school ICT infrastructure.
 - c. is legally obtained. No pirated software or media of any kind is permitted.
- As is the case with all ICTs in DFE schools, policies on the safe and acceptable use of ICTs apply to DER computers. (See *Important Terms* later in this booklet for explanation of ICTs.)

All students and their parents/caregivers are required to sign an ICT Use Agreement that covers the care, use and management of computers in a cyber-safe learning environment. Included in the management are security, email, Internet access and virus protection as well as cyber-safety.

The use of school applications and files is for the benefit of students' learning. As such, the use of an allocated or on loan computing resources is on the understanding that your child will access applications and files in safe and ethical ways. Your child needs to be aware that the school's wellbeing and behaviour management processes extend outside school hours or off-site.

Le Fevre High School reserves the right to monitor the content of student laptops.

Le Fevre High School

Personal or Loan Device Registration & Use Agreement

Student Agreement

I have read and understood the LFHS ICT Use Agreement and this document, the Use of Personal or Loan ICT Devices Agreement incorporating cyber-safety (for more information see the *Policies and Strategies to help keep LFHS students Cyber-safe* enclosed within the ICT Use 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 Use Agreement and the conditions set out in Use of Personal or Loan ICT Devices Agreement could result in behaviour management processes of the school being invoked including computer access being revoked.

Name of student: _____

Signature of student: _____

Date:.....

Care Group:

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement. Please read the Cloud Computing policy located at <http://www.lefevrehs.sa.edu.au/> go to communication and click policies.

I have read and discussed this ICT Use Agreement and Use of Personal or Loan ICT Devices Agreement with my child, incorporating cyber-safety (for more information see the *Cyber-safety Strategies at Le Fevre High School* enclosed within the ICT Use 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 child to comply with the ICT Use Agreement and Use of Personal or Loan ICT Devices Agreement could result in behaviour management processes of the school being invoked including computer access being revoked.

I have ensured that this ICT Use Agreement and Use of Personal or Loan ICT Devices Agreement has been signed by my child, and I am aware that by signing and returning this agreement, any costs associated with repairs or replacement of ICT equipment while in the care and custody of my child may be borne by me, the parent/caregiver.

Department for Education policies relating to the recovery of debts will apply.

Name of Parent/Caregiver/legal Guardian : _____

Signature of Parent/Caregiver/ Legal Guardian: _____

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.

PLEASE SIGN AND RETURN THIS PAGE TO ICT SERVICES