

2020 Student Technology Agreement

If you use the online services of Sophia Mundi Steiner School you must agree to the following rules, in accordance with the School's published policies (including but not limited to) *Online Communication, Mobile Phone, Interactive & Digital Technologies Policy*, the *Child Protection Policy* and the *Child Safety Policy*:

Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a school standard;
- ensure that communication through internet and online communication services is related to learning;
- keep passwords confidential, and change them when prompted, or when known by another user;
- use passwords that are not obvious or easily guessed;
- never allow others to use their personal account;
- log off at the end of each session to ensure that nobody else can use their account;
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable;
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence;
 - a computer virus or attachment that is capable of damaging recipients' computers;
 - chain letters and hoax emails; or
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person;
 - sexually explicit or sexually suggestive material or correspondence; or
 - false or defamatory information about a person or organization.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities (use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted);
- never damage or disable school computers, computer systems or networks;
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose; and
- be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.



Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a student without that person's explicit permission;
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others; and
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used;
- ensure that permission is gained before electronically publishing users' works or drawings and always acknowledge the creator or author of any material published; and
- ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students must be aware that:

- they are held responsible for their actions while using internet and online communication services;
- they are held responsible for any breaches caused by them allowing any other person to use their account to access internet and online communication services; and
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students must report:

- any internet site accessed that is considered inappropriate; and
- any suspected technical security breach involving users from outside the school.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the school's *Behaviour Management Policy*.

Name of Parent: _____

Signature of Parent: _____ **Date:** _____

Name of student: _____

Signature of student: _____ **Date:** _____

Office use only: Date processed: / /

Processed by (initials):



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