Student ICT User Agreement

Aim
This agreement applies to students who have are requesting access to the St Martins Lutheran College computer network and to the Internet. It outlines expectations, terms and conditions of use while they are enrolled at St Martins Lutheran College.

Rationale
All students who are to have access to the St Martins Lutheran College network, Internet, personal laptops and mobile devices are to use that access in accordance with the directions, procedures and endorsements set out in this document. It is expected that at all times the computer facilities made available will be used responsibly and consistently with the objectives and ethos of St Martins Lutheran College.

Scope
This Agreement applies to students of St Martins Lutheran College from Year 5 to Year 12, or to persons as approved by Heads of School.

Definitions
For the purpose of this agreement, the term User will refer to the student requesting access to the computer network and Internet.

The SPAM Act 2003 regulates the sending of commercial electronic messages and prohibits the sending of these messages except in limited circumstances.

Terms and Conditions
1) Users will:
   a) receive an individual login (class teachers to go through agreement thoroughly with students).
   b) not on purpose or by irresponsibility tell others the password associated with their account or allow others to use their account.
   c) not attempt to gain access to another person’s account.
   d) unless specifically authorised, not intercept, download or attempt to electronically read another user’s files, transmissions or electronic mail.
   e) ensure that the workstation is secured at all times, for example by logging out of all active sessions when leaving the workstation.
   f) not download or use copyright material such as software, video or images on a St Martins Lutheran College computer.
   g) not install or use software or applications that have not been authorised by the College / IT Department
   h) not attempt to change configuration files or settings unless specifically authorised to do so.
i) not distribute electronic “chain letters” or breaching the SPAM Act 2003.

j) not use any USB modems, hotspots or similar devices on our computer network.

k) not store any music or video files on College servers unless for educational purposes, e.g. multimedia projects.

l) only use a personal laptop or mobile device with the permission of the teacher involved and only for educational purposes. This requires a **BYOD User Agreement** to be signed by the User.

m) use a St Martins Lutheran College provided iPad in accordance with the **iPad User Agreement & Handbook** and in conjunction with this Agreement.

2) **Specifically, the access, transmission, retrievals, storage or display of:**

   a) Sexually explicit material;

   b) Hate speech or offensive material;

   c) Material regarding illicit drugs or violence;

   d) Material regarding criminal skills and/or illegal activities; and/or

   e) Material of a defamatory, discriminatory or harassing nature is strictly forbidden if that material does not form a part of a legitimate enquiry. This includes accessing any sites or forums that deal with these materials.

3) **St Martins Lutheran College will:**

   a) **Monitor** all network use. St Martins Lutheran College has in place strong filters and blocks on our Internet. We reserve the right to complete random checks on students email accounts and USB drives.

   b) **Take action** against any user found to be in breach, or an accessory to any breach, of this Agreement. This will range from a temporary or permanent closure of the User’s account and a letter to parents informing them of the breach. Extreme cases (i.e. accessing pornography) could result in suspension or termination of enrolment and a report to SA Police.

4) **This agreement is to be signed at the start of every school year.**

   a) The College offers a two week ‘grace period’ for returning students at the beginning of Term 1 to return their form. If students have not returned their form by the end of the two weeks, their account will be disabled until the form is returned to the IT Department.

   b) If a student is new to the College, they will not be given access until a form is completed and returned. The ‘grace period’ does not provide any exemptions.

5) **References**

   Computer Network Users Policy 2015 (See website)
Student ICT User Agreement
Access Request Form

Please complete this agreement and return this page only to your class/home group teacher or the IT Department.

Student

I have read the Student ICT User Agreement and agree to comply with its principles. I understand that if I breach any of the conditions listed in the Agreement or use the computing facilities in an unacceptable way, appropriate action will be taken.

Student Name: ________________________________
Class/HG: ________________________________
Student Signature: ________________________________
Date: ________________________________

Parent/Guardian

I have read the Student ICT User Agreement and discussed it with my child. I understand that if my child breaches any of the conditions listed in the Agreement I will be informed and action will be taken against them. This could range from a temporary to permanent closure of their account.

I take responsibility for supervising my child while he/she uses St Martins web mail from home. I will not send material that is not in accordance with the terms of this agreement to my child’s St Martins email address.

Parent/Guardian Signature: ________________________________
Date: ________________________________

IT Office Use Only

Completed: □ Yes □ No
Name: ________________________________
Signature: ________________________________
Date: ________________________________