

FRANKSTON HIGH SCHOOL

ICT AND PED ACCEPTABLE USE AGREEMENT



Overview And Purpose

The use of ICT (Information and Communication Technologies) plays an integral role in the teaching and learning program of Frankston High School. Maintaining the safety and wellbeing of all students is vitally important, as is access to ICT resources, to enable our students to experience success and develop 21st Century skills. Students must be aware of how they can create and maintain a positive digital footprint for their future.

Parents AND students must read, discuss, and adhere to the 'Acceptable Use Agreement', which will remain in effect for the duration of the child's enrolment at Frankston High School, and will apply even while on camps and excursions. It is essential parents actively support the conditions and intentions behind this 'Acceptable Use Agreement'.

The Acceptable Use Agreement

This agreement applies to all students and any ICT resource(s) that may be used when at school or associated with the school on extracurricular activities. This agreement also includes personal devices students bring on to school grounds. These are considered as PED (Personal Electronic Device). PEDs include (but are not limited to): mobile phones, smartphones, smart watches, notebooks, laptops, iPads/iPods, notebooks, slates and tablets, gaming consoles, cameras, 'dongles', 3G/4G/5G connected devices and any other device(s) that may provide a connection(s) to the internet or can be considered a digital tool. This agreement applies to students accessing Frankston High School Wi-Fi or their own personal/private connection to the internet.

Legitimate use of ICT/PED resources and network include:

- Research and learning activities prescribed by teachers as part of the school curriculum
- The use of e-mail and other teacher prescribed communication tools including social networks and media, software and web-based services for exchanging appropriate information and engaging in collaborative projects, planning and communication for school work purposes
- The creation of content for assigned classwork, homework and project work
- The storage of content created for school purposes on the Frankston High School Portal, MySite, OneDrive and/or other approved storage solutions
- The use of **educational** games and software related to prescribed learning activities by teachers to support teaching and learning
- The completion of homework, research for school related assignments, projects and other set learning activities.

Unacceptable use of ICT/PED resources and network include:

- Being in the possession of, sending or displaying offensive and anti-social material (text, images, sound, video files, etc.)
- Using obscene language via e-mail or any other communication medium
- The playing of non-approved computer games
- Accessing or attempting to access blocked websites
- Using ICT devices or software, including PED or DET (Department of Education and Training) owned, to harass, insult, intimidate, bully, defame or attack other people or groups in any way
- Use computer and/or internet resources, **including social networking sites**, to cause harm to relationships between fellow students, staff members or anyone else in our wider community, be it at school or home
- Failure to store and transport a laptop computer in an appropriate protective bag or carry case
- Damaging computers, computer systems or computer networks (for example; by the creation, introduction or spreading of computer viruses, physically abusing hardware or peripherals, altering source codes or software configurations etc.)
- Installing and using a VPN (Private Virtual Network) to bypass the school's security and safety network or bypass the filtering of the school's firewall and policies
- Seeking to or possessing software that can access protected sections of any network, to damage the network, or to obtain other peoples' personal data and/or passwords
- Violating copyright laws including the legal rights of software producers and network providers. Copyright and license agreements must be honoured (for example; illegally downloading or sharing copyrighted games, movies, music or TV programs could result in legal proceedings, resulting in a fine or conviction)
- Using or attempting to use other people's passwords or allowing others to use your login/password details

- Trespassing or altering other students' or staff folders, work or files in any way without express permission
- Employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisements or political lobbying is prohibited
- Using the network to disrupt its use by other individuals or by connecting networks
- Disrespect of others' privacy and intellectual property
- Using any means to avoid scrutiny by teachers whilst the class is in progress (for example: hidden screens)
- Using the network in class without the express permission of the teacher in charge
- Not keeping tablet notebooks or other ICT resources in working order.

Breaches of the ICT and PED Acceptable Use Agreement

Breaching any of the above conditions will result in strict disciplinary action from Year Level Coordinators and/or technical intervention (for example: notebook/tablet re-imaged, loss of email and intranet privileges, network and/or internet access denied or restricted etc.). Further breaches will result in a formal meeting with parents/carers, Year Level Coordinator and Assistant Principal to discuss your child's future use of and access to Frankston High School's technology resources and network. Serious breaches and incidents may also be referred to Police. Students who bring PEDs into school grounds, with or without independent internet access are bound by this agreement. Misuse of a PED will result in strict disciplinary action including confiscation of the device. Confiscated devices must be collected by a parent/carer at a later date, following a meeting with a Year Level Coordinator and/or Assistant Principal.

Important

Network storage areas, internet history and use of the network will be treated like lockers, in that network administrators may review files and communications to maintain integrity and ensure that users are adhering to our expectations.

Please Note This agreement, the conditions and intentions may be altered at any time. Changes will be announced through the school newsletter.

Further Cyber Safety Assistance

If parents/carers or students require any further assistance or advice relating to cyber-safety related issues, please contact relevant Sub School Coordinators, a member of the Student Wellbeing Team or an Assistant Principal. For other matters or further advice and resources, you might like to consult the office of the Children's Safety Commissioner here: <https://www.esafety.gov.au/>

Please read the above information closely, discuss with your child, sign, and return via email to office@fhs.vic.edu.au

Parent/Carer

I agree that by signing this application (either electronically or hand written) that I have read the attached policy and agree to my son/daughter having access to the school network and ICT resources. I have discussed all the above points with my child, and I believe they understand their responsibilities. I will support the school in its endeavours to provide a safe and reliable e-learning environment.

Parent/Carer Name

Parent/Carer Signature

Date

Student

I agree that by signing this application (either electronically or hand written) I have read the attached policy and understand my responsibilities. I agree to use any personal electronic device or school owned computer resource(s) in an acceptable manner as outlined above.

Student's Name

Year Level

Student's Signature

Date