

TRINITY GRAMMAR SCHOOL PREPARATORY SCHOOL
**2020 ICT STUDENT ACCEPTABLE
USAGE AGREEMENT**

YEARS 3 - 6



The School recognises that students will use a range of communication devices, resources and services, both School owned and student-owned.

Boys are expected to use all ICT devices, resources and services responsibly, purposefully and ethically. Any activities that impact adversely on users inside or outside the School, or that adversely affect the School's reputation, will be considered a serious breach of the School's rules.

Usage of devices, services and resources is always at the discretion of class teachers and other School staff.

Student Responsibilities

The following Essential Agreement developed by the Preparatory School Trinity Action Group should frame the use of ICT by all students. All boys will;

- make sensible decisions when accessing online content,
- inform an adult immediately and do not respond if we are subjected to any form of cyber bullying,
- respect the devices of others and the privacy that accompanies the technology,
- remember to bring our fully charged devices to all required lessons.

Further explanation of this agreement can be found in Appendix A

Student Agreement

I have read and understood the TGS Information and Communication Technology Student Acceptable Usage Agreement including Appendix A and agree to abide by these conditions and the Essential Agreement in an ethical and responsible manner.

Name: _____ Class: _____

Signed: _____ Date: _____

Parent Agreement

I have read and understood the TGS Information and Communication Technology Student Acceptable Usage Agreement including Appendix A and agree to work with the School in ensuring my son / ward accesses the network at Trinity Grammar School under the conditions stipulated in an ethical and responsible manner.

I understand that, even though student use of the Internet is monitored, it is not possible for Trinity Grammar School to continuously monitor and restrict access to all controversial materials. I therefore will not hold the staff, the Head Master or Trinity Grammar School responsible for the accuracy or nature of material acquired by my son/ward from the Internet.

Name: _____ Class: _____

Signed: _____ Date: _____

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APPENDIX A

1. All boys are expected to take personal responsibility for the security of their device at all times on campus and to bring their device charged and ready for use to class ready to learn, unless an instruction to the contrary has been issued by a class teacher:
2. All boys are expected to carefully manage their data and their online identity:
 - Passwords should never be written down at school and or given to another person; students will be held responsible for all activity undertaken using their login/password. It is wise to keep a record of your passwords at home in a secure location.
 - Although the School takes care to backup server-based resources, keeping backups of critical files (e.g. assignment work) is each boy's responsibility.
 - Use social networking sites in a responsible and cyber safe manner by not revealing personal details, by restricting access to your social networking pages only to people whom you know and can trust and by not posting offensive or harassing information on the sites.
 - Students must only use tools and services that have been provisioned by Trinity Grammar School staff for the purpose of learning
3. All boys are expected to act with integrity, and while at School use ICT devices, resources and services for educational purposes:
 - Students should respect the holders of copyright and not break copyright law, never plagiarise the work of others and always use appropriate referencing systems;
 - Boys must not access or attempt to access inappropriate sites or resources;
 - Unless specifically allowed by a teacher for educational purposes, the sending and receiving of text messages or phone calls and the use of social networking sites, gaming and services (eg. Facebook) are strictly prohibited during scheduled school time.
 - All modes of electronic communication must be used with integrity by being honest, sensitive to others and reliable in what you communicate.
 - Boys may not use personal 3G/4G mobile broadband "hot spots" to provide alternate Internet connections.
 - Boys must not access or attempt to access inappropriate sites or resources. If a student accidentally comes across something that is offensive, dangerous or illegal they should immediately clear the screen and discretely inform a teacher.
 - Boys are not to use or install VPN or filter bypassing services/apps/extensions to access blocked websites.
 - Boys are not to tamper with or attempt to bypass Hapara including the Hapara Interact extension installed on Chromebooks.
 - Boys must only use their Trinity Google Apps for Education account on a Chromebook (not a guest or personal account).
4. Boys are expected to treat others with respect and ensure the rights and privacy of others are maintained:
 - It is never acceptable to digitally record (by photo, audio or video) boys or teachers, or distribute that information without permission from that person and your class teacher;
 - Negative or defamatory information about other boys, staff or the School should never be posted online; the usual School rules and other laws and regulations still apply to bullying and harassment online

- Boys must not access or try to gain access to private or sensitive information or the account of another boy or member of School staff;
- The equipment and services of the School and other boys should always be treated with care and respect;
- Boys are expected to follow appropriate etiquette and protocols when communicating with staff, other students, and those outside the School;
- Harassment of others when using the Internet or other communication devices such as mobile phones at School, home or any other location is not acceptable.
- Boys must not log on using someone else's account;

If students are harassed online they should:

- Print or screenshot the offending material and turn off the device, give a copy to their parent and/or a member of staff and discuss with their parent or teacher the harassment before taking action. Do not retaliate.
- Incidents should be reported to a teacher or the Master of the Preparatory, Junior, Middle or Senior Schools if the harassment involves other students, teachers or members of the Trinity community.
- The matter could also be referred to the police.

Consequences

Consequences for students who break this agreement may include, but are not limited to, warnings, reprimands, cancellation of access privileges to the School's network facilities, detentions, suspension from school and in cases of gross or repeated violations of the agreement and expulsion.

Supervision and Monitoring

School

The use of School-owned information technology resources is not private. School and network administrators and other appropriate staff monitor the use of information technology resources to help ensure that uses are secure and appropriate. The School reserves the right to examine, use, and disclose any data found on the School's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to the police.

The School reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The School also reserves the right to limit the time of access and priorities among competing acceptable uses.

Liability and Insurance

The School will not be responsible for damage or harm to persons, files, data, or hardware. While the School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The School will not be responsible, financially or otherwise, for unauthorised transactions conducted over the School network.

School Devices

A student/family will be responsible to reimburse the School for repair or replacement of any School device that is damaged, lost or stolen whilst on loan to the particular student.

BYOD

The School does not accept liability for any loss, damage or theft of any device that is brought to school under the BYOD programme. The responsibility for the storage, safe-keeping and care of the device is the responsibility of the device owner. The School insurance policy does not apply to these devices; instead these should be covered by the user's insurance policy. As such it is strongly recommended that families ensure that details such as serial numbers and receipts of purchase for these devices are stored securely at home for insurance purposes.