



Information and Communications Technology User Agreement

Student's Name:

The School of Distance Education
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Student DetailsStudent Name:

Information and Communications Technology User Agreement

Guidelines for Information and Communications Technology (ICT) use at Charters Towers School of Distance Education

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning. ICT are provided at Charters Towers School of Distance Education for educational and research purposes. This User Agreement sets out the expectations for acceptable use of ICT for all students.

This agreement must be read in conjunction with the Department of Education (DoE) policies relating to acceptable use of ICT and Managing Electronic Identities.

Every student at Charters Towers School of Distance Education is provided with a copy of this ICT User Agreement for review, discussion and signing with their parent/caregiver. This User Agreement will remain in effect for the duration of the student's enrolment at Charters Towers School of Distance Education. In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

Charters Towers School of Distance Education is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff. With the support of DoE, Charters Towers School of Distance Education employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. It is encouraged and expected that parents and caregivers will discuss this User Agreement with their child.

Online behaviours can impact upon a student's right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. Where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Responsible Behaviour Management Plan.

Charters Towers School of Distance Education invites parents and caregivers to contact school staff to discuss any questions about cybersafety or this user agreement.

Principles of ICT use

1. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.
2. The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.
3. Despite departmental systems to manage access to information on the internet; illegal, dangerous or offensive content may be accessed or accidentally displayed.
4. Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.
5. Behaviour that is in violation of this acceptable User Agreement may form the basis for the school to take disciplinary action against me.
6. Charters Towers School of Distance Education restricts the use of personal ICT devices on school grounds. Personal ICT devices are used at their owners' risk. No liability will be accepted by the school or Department in the event of loss, theft or damage to any device, unless it can be established that the loss, theft or damage resulted from the Department's negligence.
7. In the event that the use of a personal ICT device is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.

Agreement for acceptable use

- I will use only my designated personal account to access the school ICT and network.
- I will protect my account information, including username and passwords, and will not share this information with any other person.
- If I become aware that another student's account details are being shared, I will advise a teacher or responsible staff member as soon as possible.
- If I find any online content that is offensive, abusive or that I know is against the school's responsible behaviour management plan, I will report this to a teacher as soon as possible.
- I will not save copy or distribute any offensive or inappropriate material content to any other person.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT inside or outside of school hours. I will strive to ensure that my online behaviour complies with this user agreement at all times.
- I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.
- I understand that the school and the Department monitor access to and usage of the ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.
- By signing this document, I acknowledge that I accept the principles and guidelines contained within it and understand my responsibilities in using ICT while enrolled at Charters Towers School of Distance Education.

Student Details			
Student Signature:		Date:	
Parent / Guardian Signature:		Date:	

Appendix

Appropriate use of social media

1. Charters Towers School of Distance Education embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.
2. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided use can lead to negative outcomes for the user and others.
3. Charters Towers School of Distance Education is committed to promoting the responsible and positive use of social media sites and apps.
4. No student of Charters Towers School of Distance Education will face disciplinary action for simply having an account on Facebook or other social media site.
5. It is unacceptable for students to bully, harass or victimise another person whether within Charters Towers School of Distance Education's grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Charters Towers School of Distance Education — whether those behaviours occur during or outside school hours.
6. This policy reflects the importance of students at Charters Towers School of Distance Education engaging in appropriate online behaviour.

Role of social media

- The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.
- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.
- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.
- The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.
- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate use of social media

- Students of Charters Towers School of Distance Education are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:
 - ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information is not shared.
 - thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
 - remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.
 - never provoking, or engaging with another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.
- If inappropriate online behaviour impacts on the good order and management of Charters Towers School of Distance Education the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.
- Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.
- Charters Towers School of Distance Education will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and consequences of inappropriate online behaviour and cyberbullying

- Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Q1d) contain relevant provisions applicable to cyberbullying.
- The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is 'using a carriage service to menace, harass or cause offence to another person'.
- The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:
 - Unlawful stalking
 - Computer hacking and misuse
 - Possession of child exploitation material
 - Involving a child in making child exploitation material
 - Making child exploitation material
 - Distribution of child exploitation material
 - Criminal defamation
- There are significant penalties for these offences.
- Charters Towers School of Distance Education strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Charters Towers School of Distance Education expects its students to engage in positive online behaviours.

Distance
Ed

The logo for Distance Ed features the word "Distance" in a black serif font on the top line. Below it, a yellow arc curves from the left side of the word "Ed" to the right side of the word "Distance". The word "Ed" is positioned on the bottom line and is rendered in a blue sans-serif font.