



Policy Document

KICE

Resource Use – Student Agreement

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Date:

JAN 19

Student Family Name: _____

Student First Name: _____

Parent/Caregiver Full Name: _____

Purpose: To inform students and parents/carers of their responsibilities in relation to the conditions of use of school issued resources, including IT devices and accessories, books, calculators, cameras, media equipment.

This agreement covers each student, from Year 4 to Year 12 at KICE.

- I have read and agree to comply with this Resource Use Agreement and the KICE IT Acceptable Use Policy on page 2 of this document.
- I accept my responsibilities and the conditions regarding the use and care of laptops, iPads, calculators, books, STEM resources, cameras and use of the Internet.
- I accept that failure to comply with this Agreement could result in disciplinary action including, but not limited to, recall of the resource and/or loss of access for home use.
- When I reach the year level where a device is provided for taking home I will pay a \$10 per term hiring fee.
- I will pay for any damage, graffiti or misuse of any hireable/borrowed resources.
- I will return any hired/borrowed resources prior to leaving school.

Student Signature: _____

Date: ____/____/____

Parent/Caregiver Signature: _____

Date: ____/____/____

Please sign and return this page to your campus Front Office or IT support.

A Resource Use Agreement must be signed and returned to the school before any devices are issued.

KICE ICT Acceptable Use Policy

Rationale

All students at KICE have the right to access Information & Communication Technology (ICT), however this comes with certain responsibilities. This policy sets out the rights and responsibilities of ICT users at our school.

Student Responsibilities

Acceptable Use:

Students may use the KICE network to:

- carry out school work as assigned by KICE staff
- explore the internet in connection with school work, as required by KICE staff

Students are **not** permitted to:

- download any software unless approved by KICE staff
- eat or drink when using devices
- check for, or send, emails of a personal nature
- run or install programs of any kind that have not been approved by KICE staff, including all types of games, music and personal movie collections
- use any other logon other than their own to access the network, email or Internet
- access any wireless internet that has not been provided to them by the school. Devices such as Telstra USB wireless modems and mobile phone internet connections are banned from use at school.

Ethical Use:

We believe that students must be ethical in their use of the school's ICT Network. For some examples of the type of conduct that we believe breaches the accepted principles of ethical behaviour, please see the full policy. In general, however, when using the Internet, students *must not*:

- harass, or be abusive, discriminatory or indecent toward, any other person
- access any Internet sites or subject matter that may jeopardise the reputation of the school or offend others

Penalties for Misuse

If a student breaches this policy by using ICT in an unacceptable, inappropriate or unethical way, the penalties will be in line with the school's Behaviour Management policy, and range from:

- a warning to the student
- the student's access to the computer network being either suspended or revoked
- suspension, exclusion and report to the SAPOL for any breaches of the law

Network Privacy and Security Issues

Students should be aware that any work or communication created or used on a school device **is not** private, and can be accessed by KICE staff at any time.

Parents / Caregivers:

I / We believe _____ understands the responsibilities associated with using ICT at the school, and thereby give my permission for him/her to use ICT at KICE under school rules.

I / We have read the condensed ICT Acceptable Use Policy above, and understand that students breaching these rules will be subject to appropriate action by the school.

(Parent / Caregiver's name)

(Parent / Caregiver's signature)

(Date)

Students (Yrs 4 – 12):

I clearly understand the rules about computer use at school. I realise that if I break these rules I will be banned from using the computers at school for an appropriate period of time, and may be suspended.

Student's name

Student's signature

Date

Home Group