



St Bede's College Acceptable use of ICT Agreement

The Acceptable use ICT Agreement contains 6 principles for being a responsible Digital Citizen

Respect yourself: I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will only post content to my online entries which shows myself, my peers, the school and the wider community in the best light and perspective. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

Protect yourself: I understand that all material published is not private and is subject to view by a wide range of people including members of the school as well as the wider community. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

Respect others: I will show respect to others. I will not use electronic mediums to flame, bully (cyberbully), harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will use the facilities for the purpose they were intended, my emails, posts, comments and content will have an educational focus.

Protect others: I will always report abuse or inappropriate behaviour to safe guard my safety and the safety of my peers and community. I will not forward inappropriate materials or communications; and not visit sites that are degrading, pornographic, racist or inappropriate.

Respect Intellectual property: I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property: I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from

I will, in all matters online, conduct myself in a moral and ethical manner.

It is expected that all members of the College Community will abide by these guiding principles in their use of any form of electronic facilities.

Adapted for use from Andrew Church - six principles for being a responsible Digital Citizen

Extract from the St Bede's College ICT Device Agreement

The following is taken from the St Bede's College ICT Device agreement that was signed by students and parents

The Student is responsible for:

- 2.1. Bringing the device **fully charged** to school **every day**. Devices cannot be charged at school.
- 2.2. Taking the device **to every class** unless instructed otherwise by a teacher.
- 2.3. Adhering to the **St Bede's College Acceptable use of ICT Agreement** which is attached and available on the College Website.
- 2.4. **Backing up data** securely to **Google Drive** and at home.
- 2.5. Ensuring the **identification stickers/labels are not removed** from the device or bag. This may void warranty.
- 2.6. Keeping the device **secure** when not in use at school by placing it in their **locker** that has a **school issued combination lock**.
- 2.7. Ensuring that settings for **virus protection** that has been installed are **not disabled or removed**.
- 2.8. Ensuring the device is **not physically altered or modified** in any way without the express permission of the Deputy Principal for ICT and Infrastructure. **No software installed on the device should be altered or removed** unless directed by the College. The **modification of operating system software is not permitted**.
- 2.9. St Bede's College reserves the **right to inspect** any student device if there is a **reason** to believe **school policies** have been **violated**.
St Bede's College may **monitor** the use of ICT resources (including all network traffic, email, ect.) to **ensure compliance** with school policies. Students agree **not to circumvent** the school's **network and security** and/or **filtering policies**. This includes setting up proxies and downloading programs to bypass security.