



Citipointe Christian College
THE CHRISTIAN OUTREACH COLLEGE BRISBANE

Cyber Acceptable Use Agreement

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Citipointe Christian College Students

Section C: Cyber Acceptable Use Agreement

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. If you have any questions about this agreement please contact the College.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe and legal use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'College ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

** This Use Agreement is based on the NetSafe® Cybersafety Use Agreement for Secondary Students Template*

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SECTION A Introduction

The measures to ensure the cybersafety of Citipointe Christian College outlined in this document are based on our code of conduct. Student conduct at Citipointe Christian College must show:

- **RESPECT for GOD**
 - **RESPECT for self**
 - **RESPECT for rights and property of others**
- (a) The College's computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programmes at Citipointe Christian College, and to the effective operation of the College.
- (b) Our College has rigorous cybersafety practices in place, which includes an **Acceptable Use Agreement** for all staff and students.
- (c) The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment or good name of the College.
- (d) Students are to comply with the **Acceptable Use Agreement** in accordance to the terms and conditions in the Contract of Enrolment.
- (e) The College's computer network, Internet access facilities, computers and ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the College site.

SECTION B Rules to help keep Citipointe Christian College Students Cybersafe

General Use

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules at school:

1. I cannot use College ICT equipment until my parent and I have read the **Acceptable Use Agreement**
2. If I have my own school user name, I will log on only with that user name unless instructed otherwise by an authorised staff member.
3. I will not allow anyone else to use my school user name.
4. I will not tell anyone else my password.
5. I will not use College ICT for any involvement or activity which might put myself or anyone else at risk (e.g. bullying or harassing).

6. I understand that I must not at any time use College ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. I understand that such objectionable use may become a Police matter and have legal implications as well as College penalties.

7. While at school, I will not:

- Access, or attempt to access, inappropriate, age restricted, pornographic or objectionable material
- Download, save or distribute such material by copying, storing, printing or showing it to other people
- Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

8. If I accidentally access inappropriate material, I will:

- | |
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| <ol style="list-style-type: none">1. Not show others2. Prevent others from accidentally viewing the screen by turning off the screen or minimise the window and3. Report the incident to a teacher immediately. |
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9. I will not illegally download any files such as music, videos, games or programmes. This makes sure the College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to the College or school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

11. I will not connect any device, download or run any personal software that will compromise the integrity and security of the College computer system.

12. I will respect all ICT systems in use at the College and treat all ICT equipment/devices with care. This includes:

- Not intentionally disrupting the smooth running of any College ICT systems
- Not attempting to hack or gain unauthorised access to any system
- Following all College cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
- Reporting any breakages/damage to a staff member as soon as possible
- Not tampering with or unplugging network cables and peripherals

13. I understand that the College may monitor traffic and material sent and received using the College's ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
14. I understand that the College may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
15. I understand that the College will confiscate any privately-owned ICT equipment a student may bring to school if, in the reasonable opinion of the school, that equipment contains objectionable matter or if that equipment is being used in a way that breaches these (Section B) rules.
16. I understand that if I break these rules, the College may inform my parent(s). In serious cases the College may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College to inform the police.
17. **Whilst after-school use of technology by students is the responsibility of parents, school policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or Citipointe Christian College. This covers in-school use and beyond-school use.**

Personal Laptop Use

I will adhere to the following rules and guidelines for personal laptop use:

1. I understand that I must not use my personal laptop in class without the permission of a teacher.
2. I understand that I am not permitted to use my personal laptop during break times or whilst unsupervised.
3. When I am not using my personal laptop, I am to store it securely.
4. I understand the College has no responsibility for personal ICT equipment any student may bring to the College.

Mobile phones and other digital devices Use

Mobile phones, MP3 players and other similar digital devices have become an acceptable technological accessory for people of all ages to use to their own advantage. As in the wider society, so too is this the case increasingly in schools. The College realises that there may be appropriate times when digital devices may be used to enhance learning and, therefore, expects students to use these devices responsibly.

Whilst the College strongly encourages students to contact their parents from the reception in an emergency or to confirm or change a collection time after or during school, the College recognises

that there are occasions when it is beneficial for students to have access to such devices. However, there are occasions when the use of these devices by students should be restricted as in the following:

It is expected that I adhere to the following guidelines and rules with regard to the acceptable use of mobile phones and other digital devices at the College:

1. I understand that my mobile phone should be switched off or 'on silent' and out of sight during school hours unless a teacher has granted me permission to do otherwise.
2. I understand that using mobile phones to bully, harass or threaten other students at the College is unacceptable and will not be tolerated.
3. I understand that students at the College are not to use in-phone cameras to photograph or film other individuals without their consent. This includes staff and students at the College.
4. I understand that in-phone or digital cameras are not to be used in toilets, changing rooms, bathrooms or in any situation that may cause embarrassment or discomfort for other individuals, students, staff or visitors to the College.
5. I understand that my mobile phone or other digital devices must be switched off during all tests and examinations.
6. I will ensure that I store my mobile phone or other digital device in a secure place and take full responsibility for it, including guarding against loss, damage, or inappropriate use. **Storage of these devices in student bags is not advisable.**
7. I understand that headphones or earphones are not to be worn and used during school hours unless a teacher has given me permission to do so during class.
8. I realise that mobile phones or portable digital devices that are brought onto the College grounds are used at the owner's risk. **The College does not accept liability in the event of the loss, theft or damage of any device.**
9. I must not publish photos or material online, including social networking sites, without that individual's consent. This includes staff and students at the College.

SECTION C

Cyber Acceptable Use Agreement

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Keep the document (Sections A, B & C) for reference.**

We understand that Citipointe Christian College will:

- Provide members of the College community with cybersafety education designed to complement and support the Use Agreement initiative
- Do its best to keep the College cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in Use Agreements
- Keep a copy of this signed Use Agreement form on file
- Respond appropriately to any breaches of the Use Agreements including mandatory reporting under the Education (Accreditation Non-State Schools) Regulation 2000
- Welcome enquiries from students or parents about cybersafety issues

Section for student

My responsibilities include:

- I have read this cybersafety Use Agreement carefully
- I will follow the cybersafety rules and instructions, detailed in Sections A & B, whenever I use the College's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the College site or at any College-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or reputation of the College or other members of the College community
- I will take proper care of College ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask a teacher if I am not sure about any part of this agreement
- I understand that any use that is seen to be harmful or illegal MUST be reported to the Police.

I have read and understood my responsibilities and agree to abide by this Cyber Use Agreement. I know that if I breach this Acceptable Use Agreement there may be serious consequences from the College and, depending on the type of misuse, from the law.

Section for parent/legal guardian/caregiver

My responsibilities include:

- I have read this Acceptable Use Agreement (Sections A, B & C) carefully and discussed it with my child so we both have a clear understanding of their role in the College's commitment to maintain a cybersafe environment
- I will ensure this Use Agreement is signed by my child and by me, and returned to the College, prior to usage being granted
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the College if there is any aspect of this use agreement I would like to discuss.
- I understand that any use that is seen to be harmful or illegal MUST be reported to Police.
- I understand that a breach of this Agreement may result in serious consequences from the College and, depending on the type of breach, from the law.

I have read this Cyber Acceptable Use Agreement document and support the College's initiatives in aiming to maintain a cybersafe learning environment, including my child's responsibilities.

Please note: This agreement for your child will remain in force for duration of study at the College. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.