

Form 4.0

Information and Communication Technology Charter Agreement

[The Information and Communication Technology \(ICT\) Charter agreement](#) form must be signed and returned to the school before using the school network. The student and parent or caregiver must carefully read this agreement and charter before signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

I acknowledge that we:

- accept all policies and guidelines of the ICT Charter, which outlines appropriate use of the device and the internet;
- understand and agree with all of the conditions detailed in the ICT Charter;
- understand that failure to comply with the ICT Charter could result in disciplinary action which includes - but is not limited to - the withdrawal of access to services;
- agree to bring a device that meets or exceeds the minimum specifications outlined in the ICT Charter;
- agree to provide an administrator account for Bribie Island IT Support if requested, to log on to the student Bring Your Own Device (BYOD) device to perform device troubleshooting, install or audit school related software.

Student responsibility agreement

Bribie Island State High School maintains a strong focus on embedding digital learning into the curriculum. Having access to such technologies brings with it certain responsibilities – both ethical and legal. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, I agree that:

- I will login into the school network, or any other digital device, using only my username and password;
- I will keep my login passwords confidential at all times;
- I will lock my device whenever I move away from it;
- I will ensure that my device has licensed, working anti-virus software, which is regularly updated;
- my Education Queensland email account is the only permissible email account I can access within the school;
- I will only use digital learning technologies (including the internet and email) for learning related activities;
- Illegal software, games or inappropriate content will not accessed, downloaded, stored, emailed or saved on my device;
- I adhere to the laws concerning copyright and intellectual property rights and will acknowledge the owners of copyright works;

- I will provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested, this includes any device that was or has been attached or used with the computer from the time the assigned user received the device, (i.e. USB storage device etc.);
- I will not retrieve, view, post, store or distribute any material that is sexually explicit, obscene, violent or offensive via my school's email account, network or other hardware;
- I will not use digital technologies to harass or bully others;
- I will not attempt to circumvent the network or internet security;
- I will take care to not reveal personal contact details, including my own over the internet;
- I will not knowingly introduce a virus onto the device or school network;
- I will charge my device fully each evening in preparation for the next school day;
- I will regularly back-up my device and personal data on the network, a USB or OneDrive and understand that it is my responsibility to have a backup completed before visiting the IT team with any issues to do with my device or network account;
- I will promptly report to staff any inappropriate material that is accidentally accessed;
- I will promptly report any damage to any hardware or software to the IT Department located in the Resource Centre;
- I will keep my device with me at all times or stored in a safe place when not in use;
- I will take all reasonable precautions to ensure that my device is not lost or damaged;
- my parents/caregivers will be aware of and monitor my use of digital technology and the internet at home, as they see appropriate.

Student Agreement

Student Name:

Signature:

Date:

Parent Agreement

Parent/Guardian Name:

Signature:

Date:
