



## **GAWLER HIGH SCHOOL COMPUTER USE CONTRACT**

**Page 1 - To be retained by the student**

### **ACCEPTABLE USE**

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As is the case with all Information and Communication Technologies (ICTs) in DECD schools and preschools, policies on the safe and acceptable use of ICT apply to both desktop and laptop devices as well as any other portable devices.

All students and their parents/caregivers are required to sign a Computer Use Contract that covers the care, use and management of computers in a cyber-safe learning environment.

The use of school applications and files is for the benefit of student learning. As such, the use of an allocated or on loan computing resource is on the understanding that your child will access applications and files in safe and ethical ways for educational purposes only.

Gawler High School reserves the right to monitor the activity on student computers.

### **CYBER-SAFETY**

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Gawler High School is committed to being a cyber-safe learning environment. For further information about cybersafety please access the government Cyber Smart web site <http://www.cybersmart.gov.au/Parents.aspx>.

It should be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the Principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device eg laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

### **RESPONSIBILITIES WHEN SCHOOL COMPUTERS ARE USED**

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#### ***Care of computers***

Students are expected to use computers and other ICT equipment with care and respect.

If a computer/laptop has been provided to a student for school use, it is provided in good care and working order and this must be confirmed at the time of issue/use. If at any time there are operational or damage issues, your child will report it to *the location where it was issued*. If the damage is wilful or if the computing device is lost from an unsecured location, parents may be responsible for the full replacement cost of the laptop. School policies related to the recovery of debts will apply.

#### ***Non-school applications and files***

Students are permitted to use only approved applications and search for educationally relevant material online. Students who use or attempt to use inappropriate or non-educationally relevant sites, files or applications are in breach of this contract and the school's behaviour management processes will be applied. Students may have Internet or network access limited as a further consequence.

Students are NOT permitted to install any software on school computers.

It is the responsibility of the student to ensure files related to their learning are stored in network drives and /or an external device and not locally on the computer.

#### ***Virus Protection***

All school computers are protected with virus protection software to protect both student work and network security. Any file that has a known virus attached will be automatically deleted to protect our computer network.

It is highly recommended that all home computers are protected with an up-to-date anti-virus program. Without this protection viruses student work and our school network could be at risk.

### **CYBERSAFETY**

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Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them. Being cybersafe is no exception, and we invite you to discuss this subject with your child to help them to stay safe when using ICT at school and after formal school hours.

## **School Expectations for Cybersafety**

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Computer Use Contract and the completed form has been returned to school.
2. I will log on with my own user name at all times. I will not allow anyone else to use my login name, or my computer when I am logged in.
3. If my account is disabled I will report to the E Learning office to have my account enabled, I will NOT be permitted to use a computer until this has been resolved.
4. I will keep my password private and ensure that it is complex enough to ensure that no one is likely to guess it.
5. I will always ensure that I do NOT leave my computer logged on and unattended.
6. I will bear full responsibility for files in my directory and all actions taken using my account.
7. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
8. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes; not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
9. While using a school computer, I will:
  - a. access, attempt to access, download, save and distribute only age appropriate and relevant material.
  - b. NOT attempt to get around or bypass security, monitoring and filtering that is in place at school.
10. If I accidentally access inappropriate material, I will:
  - a. not show others
  - b. close the material immediately
  - c. report the incident to a teacher or staff member immediately.
11. To ensure my compliance with copyright laws, I will not download or copy files such as music, videos, games or programs without the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
12. If I bring my privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive to school for a school related activity; I understand that it is also covered by the Computer Use Contract. **Any files on such equipment/devices must be appropriate to the school environment.**
13. Only with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
14. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - a. my full name
  - b. my address or my e-mail address
  - c. my phone numbers
  - d. photos of me and/or people close to me.
15. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
  - a. not intentionally disrupting the smooth running of any school ICT systems
  - b. not attempting to hack or gain unauthorised access to any system
  - c. following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - d. reporting any breakages/damage to a staff member.
16. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
17. The school may monitor and 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 e-mail.
18. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

**For further information on keeping cybersafe visit the Australian Government web site [www.cybersmart.gov.au](http://www.cybersmart.gov.au)**



## GAWLER HIGH SCHOOL COMPUTER USE CONTRACT

Page 2 - To be returned to school

### STUDENT AGREEMENT

- ✓ I have read and understood this Computer Use Contract
- ✓ I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment.
- ✓ I will adhere to the cybersafety expectations outlined in this document.
- ✓ I understand that failure to comply with the Computer Use Contract could result in behaviour management processes of the school being invoked and limited access to the school network.

Name of student: (Please print in capitals).....

Home Care:..... Student ID Number.....

Acceptance of Computer Use Contract: .....(signature of student)

Acceptance of Cybersafety Expectations: .....(signature of student)

Date: .....

### PARENT/CAREGIVER AGREEMENT

I have read and discussed this Computer Use Contract with my child, incorporating cyber-safety (for more information see the attached *Cyber-safety Strategies at Gawler High School*) and am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment.

I understand that the failure of my student to comply with the Use Agreement could result in behaviour management processes of the school being invoked.

I have ensured that this Computer Use Contract has been signed by my child, and I'm aware that any costs associated to repairs or replacement of Information and Communication Technology (ICT) equipment while in the care and custody of my child may be borne by me, the parent/caregiver.

I am aware that signing and returning this form constitutes a commitment to pay in the event that there are costs associated with repairs or replacement of computing devices damaged while in the care and custody of my child. Gawler High School's policies relating to the recovery of debts will apply.

Name of Parent/Caregiver: .....

Signature of Parent / Caregiver: .....Date:.....

**This agreement will remain in force as long as your child is enrolled at this school.**  
**If it becomes necessary to add/amend any information or rule, you will be advised in writing.**  
**PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE**