## Instructions

This agreement is informed by the Diocesan ICT Acceptable Use Procedure. It translates key points from the procedure into student-friendly language, outlining the rules and expectations for using ICT resources across our Diocesan schools. This includes all ICT facilities, assets, services, and materials owned or managed by the Diocese, as well as any Bring Your Own Device (BYOD) arrangements. Please read the agreement carefully before completing the acknowledgement via Compass. The procedure and student agreements are available on the MN Catholic Schools website for future reference.

## Definitions

| TERM | DEFINITION |
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| User | A user or authorised user is a person who has been provided with a username and password by the Diocese to access Diocesan ICT Services. This includes workers, parents/carers and students. |
| Bring Your Own Device (BYOD) | Any digital device owned, leased, or operated by an authorised user of the Diocese when connected to Diocesan ICT Services. |
| ICT | Means information and communications technology within the remit of the Diocese or its agencies. |
| ICT Asset | Means any hardware, software, cloud-based services, communication devices, data centres or networks that are owned by the Diocese or provided by the Diocese, to users. |
| ICT Resource | Means any ICT service, ICT asset or digital information. |
| ICT Services | Facilities and services provided to an authorised user, including software, communication devices and computing infrastructure under the control of the Diocese (or a third party provided on the Diocese's behalf) that provides access to information in an online or electronic format. |
| Incidental personal use | Means use by an individual user for occasional personal communications. Users are reminded that such personal use must comply with the ICT Acceptable use procedure and all other related policies, procedures and rules. |
| Mobile device | A mobile device is any portable, wireless computing device that can connect to the internet. This includes, but is not limited to: smartphones, tablets, wearables (like smartwatches), e-readers. |
| Inappropriate | Means any content that is not suitable for the school environment. This includes but is not limited to:<br>• offensive language that is intended to offend and demean others<br>• gambling references<br>• discriminatory language<br>• discussion or content that promotes or instructs on illegal activities. Etc. |

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|  | This also includes anything that would be identified as a breach of other school policies for behaviour and wellbeing. |
| Objectionable | Means material or content 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. |
| Social Media platforms | Social Media platforms refers to digital platforms and technologies that enable users to create, share, engage with content and interact with other users via messaging and commenting in real time. This refers to all social media platforms including but not limited to: Facebook, Reddit, Snapchat, TikTok, X, Instagram, Pinterest, and Discord. Noting exceptions may apply to platforms that serve educational purposes when approved by the diocese and deemed safe for student use. |
| School | Refers to all areas within the boundaries of the school property, including but not limited to classrooms, bathrooms, playgrounds, sports fields, carparks, and any buildings or facilities owned or operated by the school or Diocese. |
| School Hours | Refers to the time at which the school opens and concludes at dismissal at end of the school day. In school related settings, school hours refer to the duration of the school-related events. |
| School related settings | Refers to school-related events taking place outside of school grounds where there is a clear and close connection between the school and the conduct of students, such as excursions, camps, representative sport, social events. |

## Rules and guidelines for use of ICT- Secondary

**I can:**

- I can use Diocesan ICT resources to support my learning and school-related activities.
- I can use Diocesan ICT resources for incidental personal use ONLY at specified times when I am given permission by school staff and when it does not interfere with completion and engagement in schoolwork or school activities.

**I will:**

- I will use Diocesan ICT resources safely, responsibly and ethically. This includes but is not limited to:
  - Treating Diocesan ICT assets such as iPads, laptops, displays, robots, drones, printers etc, with care when using, transporting and/or storing.
  - Locking or logging off a device when leaving it unattended.
  - Obtaining permission from teacher and others before taking photos, videos, or recordings for learning purposes.
  - Reporting any security breaches and damage/breakages of ICT assets to teacher or school staff member.
  - Using online tools and platforms for learning purposes only.
  - Interacting and collaborating with other students in a mature and respectful manner when online and while using digital tools and platforms, in line with all school and Diocesan policies.
- I will ask permission from teacher or school staff member before using any Diocesan ICT resource. This includes but is not limited to;
  - logging onto a device
  - opening an application and
  - accessing the internet.
- If I am unsure whether I am allowed to do something when using Diocesan ICT resources, I will ask a teacher or school staff member first.
- I will keep my passwords and account details secure, up-to-date and not share them with others.
- I will use Diocesan ICT resources to communicate with teachers and other students about school-related matters only.
- I will report any inappropriate or suspicious activity involving myself or other students to a teacher or school staff member. This includes any accidental or intentional access to inappropriate or objectionable content online or via Diocesan ICT resources. If I accidentally access inappropriate or objectionable material, I will:
  - not show others
  - minimise the window or close the screen and
  - report the incident to a teacher immediately
- I will respect the privacy and intellectual property of others by not accessing, copying, or sharing their work without permission.

- I will only use Diocese approved applications and ICT tools when using Diocesan ICT Resources. When using these tools, I will ensure that:
  - I use these tools in line with teacher instruction, school policies and Diocesan policies.
  - I do not enter any personal identifying information unless explicitly authorised.
  - what I create is ethical, respectful and in line with the values and mission of the Diocese.

**I will not:**

- I will not use ICT accounts belonging to another user. This includes using devices or applications when another user is signed in, obtaining copies of or modifying another users' files or attempting to obtain or log in with another user's details.

- I will not misuse Diocesan ICT Resources. This includes but is not limited to:
  - Uploading or downloading excessive amounts of data for personal use
  - Unnecessary printing
  - Storage of any content not related to school in Diocesan provided cloud document storage or on Diocesan devices.

- I will not connect any other device to or attempt to install applications on Diocesan assets without a staff member's permission.

- I will not use my school email and accounts for anything other than school related learning activities. This includes but is not limited to use of school email to sign up for non-school related accounts such as social media and gaming platforms.

- I will not use Diocesan ICT Resources to:
  - access or attempt to access age restricted, inappropriate, offensive or objectionable content.
  - create, download, save, distribute or share inappropriate, offensive or objectionable content by copying, storing, printing and showing it to other people.
  - distribute information that could be reasonably regarded as misleading, false or harmful.
  - send or forward unsolicited messages, spam, chain emails, web links or jokes that are offensive or derogatory in any way.
  - engage in illegal activities or unethical purposes, such as hacking or violating copyright laws.

- I will not use email, personal device hot spotting or any other means to bypass blocks to any website, including social media, put in place by the Diocese. Any attempt to circumvent these restrictions is considered a violation of this policy.

- I will not use social media platforms during school hours at school and in school related settings, unless for educational purposes when specifically instructed by teachers, noting I must meet the minimum age requirements.

- I will not use Diocesan ICT resources or social media to:
  - share personal information or content about or including other students or school staff without their consent. This could be in the form of photos, videos, audio recordings or any other information

referencing or related to other people. Personal information includes name, address, email address, phone number and any other details that can identify someone or their family.

- o post or share material that is fraudulent, harassing, threatening, discriminatory, objectionable or defamatory in relation to diocese, school, staff, students or volunteers at any time. This would be in breach of Diocese Anti Bullying and PBL policy.
- o harass, bully, or intimidate other students, staff or volunteers. This includes sending threatening or inappropriate messages, sharing offensive content, or engaging in any form of cyberbullying at any time. This would be in breach of Diocese Anti Bullying and PBL policy.

- I will not attempt to bypass security measures or access resources without permission. This includes but is not limited to the use of Internet Proxy anonymisers and unauthorised VPNs. The use of unauthorised VPN services may result in the automatic locking of user accounts and revocation of access.

- I will not engage in any activity that could harm or disrupt the ICT resources of the Diocese. This includes, but is not limited to:
  - o Introducing malware
  - o Engaging in hacking activities
  - o Downloading unauthorised software or
  - o Using ICT resources for illegal purposes.

**I understand:**

- I understand that my school may restrict access to Diocesan ICT Resources until I complete acknowledgement of this agreement.

- I understand these rules apply to any privately owned ICT assets (such as a BYOD laptops, tablet, mobile phone, USB drive etc) I bring to school or a school-related activity. Any images or material on such assets must be appropriate to the school environment.

- I understand that my use of the Diocese's ICT resources including browsing activities, email, messages and any other activity undertaken by me is monitored and reviewed by the Diocese. I also understand the Diocese may audit its computer network, Internet access facilities, computers and other ICT assets or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of my use, including email. I understand the Diocese reserves the right to restrict or block access to any website or application.

- I understand that there are age restrictions on many social media platforms which prohibit me from using them. I understand that if I use an age-restricted social media platform at school, this may be reported to my parents, and the platform may be referred to the eSafety Commissioner. If reported, my account details and personal information may also be shared with the Commissioner if requested.

- I understand that it is prohibited to post on social media or share by other means any material that is fraudulent, harassing, threatening, bullying, embarrassing, profane, obscene, objectionable, discriminatory, racist, sexist, intimidating, defamatory, or otherwise inappropriate or unlawful.

- I understand that there are consequences for inappropriate or unauthorised use of Diocesan ICT resources, which may include informing parents/carers, loss of access to Diocesan ICT Resources, disciplinary action, and/or legal consequences. I also understand that if I damage Diocesan ICT Resources that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
- I understand that I must follow all relevant laws, regulations, and Diocesan policies when using ICT resources.

## Agreement for Students and Parents/Guardians

This agreement acknowledges that the student and their parent/guardian have read, understood, and accepted the ICT Acceptable Use Procedure of the Catholic Diocese of Maitland-Newcastle (CDMN). A copy of the ICT Acceptable Use Procedure can be accessed via MN Diocese Policies Library.

## Student Acknowledgement

I, the student, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I agree to follow the rules and guidelines outlined in this agreement when using the school's ICT resources, which include, but are not limited to, computers, tablets, internet access, software, printers, network, and any other digital tools provided by the school. I understand these rules also apply to my own devices (like laptops, tablets, phones, USB drives) that I bring to school.

## Parent/Guardian Acknowledgement

I, the parent/guardian, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I acknowledge my responsibility in ensuring that my child adheres to the rules and guidelines outlined in the agreement when using the school's ICT resources. I confirm that I have read the ICT Acceptable Use Student Agreement-Secondary with my child.

**This acknowledgement is to be completed via Compass. By completing this agreement via Compass, students and parents agree to the guidelines and conditions for use outlined in this agreement.**

Thank you for your cooperation and support in ensuring a safe and productive ICT environment for all students.