

Acceptable Use Agreement

Rationale

The College levies include a \$25 non-refundable fee, which contributes towards the upkeep and maintenance of the school's network and printing facilities. This ensures that these facilities offer maximum opportunities for educational use.

The College has an Acceptable Use Policy (AUP) for the network, which applies to hardware, software, and access by student-owned and leased devices. As part of this Policy, all students and their carers are required to sign this Agreement

This Agreement applies to students while on school grounds, including recess, lunchtime, and before and after school, as well as during College excursions, camps and extracurricular activities. Failure to comply with the Agreement may result in disciplinary action, including being denied access to the network.

1. No food or drink is to be consumed or placed in the vicinity of College computers.
2. Students should not interfere with hardware or software belonging to others. This includes College devices.
3. Any problems with computer hardware, software or the network should be reported to the teacher in charge or directly to the IT department.
4. Students must keep their passwords secret and must not log on using anyone else's username and password.
5. Students may only have ONE device enrolled on the network at any one time.
6. Devices that are NOT enrolled on the school network are not to be used during class time unless there is an explicit instruction from a College staff member.
7. Students will only use hardware and software when the teacher has given express permission or instruction. This includes but is not limited to:
 - Headphones
 - Microphones
 - Speakers
 - Games
 - Programs and Applications
 - Cameras (and any image or audio capture device)
8. When using a mobile device as a camera or microphone students will:
 - Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
 - Seek teacher permission before uploading any content to websites (e.g. Blogs).
9. Students are responsible for actively backing up their own files using an appropriate backup method.
10. All student use of the College network, including all forms of communication, will be monitored and can be reviewed at any time.
11. All devices used on the College Network must comply with the Australian Copyright Act (1968), and the Privacy and Data Protection Act (2014).
12. Material that is illegal or inappropriate must not be brought in to the College or accessed via the College network.
13. Students must not attempt to bypass the school's Internet restrictions or attempt to access banned sites.
14. Data usage must be kept within reasonable limits.

Printing

1. Students are required to pay for printing costs through their individual user accounts. The current cost per page is between 10 and 40 cents depending on printer, paper size, colour settings, etc.
2. All student accounts are credited with \$25 at the beginning of each school year. This amount is not transferable and does not roll over.
3. Students may purchase extra printing credit from the General Office if they require it during the year.

ICT Acceptable Use Agreement

Parent/Guardian Section

I have read the Diamond Valley College ICT Acceptable Use Policy document

I give permission for my child to access all components of the College ICT network, which includes Education Department Internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Policy WILL result in my child forfeiting their privilege to be part of the Diamond Valley College Network.

Parent/Guardian Name/s: _____

Parent/Guardian Signature/s: _____

Date: _____

Student Section

Student Name: _____

Home Group: _____

I have read the Diamond Valley College ICT Acceptable Use Policy document. I agree to follow the rules contained in this policy.

I understand that failure to follow this ICT Acceptable Use Policy WILL result in me forfeiting my privilege to be part of the Diamond Valley College Network.

Student Signature: _____

Date: _____

Device type (eg iPad, netbook) _____

Serial Number: _____

Ownership (please circle one): **Student-owned / Leased through school / School-owned**