

ICT, Cyber-Safety and Cloud Computing User Agreement

The measures to ensure the cyber-safety of students at Findon Technical College (FTC) are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICT's), we are asking you to read this document and sign the ICT and Cyber-Safety User Agreement form.

Rigorous cyber-safety practices are in place, which include cyber-safety User Agreements for staff and students, who have been involved in the development of the agreement. Child Protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment and services bring great benefits to the teaching and learning programs and to the effective operation of FTC. The ICT equipment is for educational purposes appropriate to this environment, whether it is loaned from FTC and used on or off the site.

The overall goal of FTC is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement (ICT and Cyber-Safety Use Agreement) includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the FTC environment.

All students and parents are required to sign and return the consent form. Once the form has been returned to FTC, students will be permitted to use the FTC ICT equipment.

Material sent and received using the FTC network and cloud services may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the police. Where a personal electronic device such as a mobile phone is used to capture images of a crime the device will be confiscated and handed to the police.

While every reasonable effort is made by FTC and DfE (Department for Education) administrators to prevent student's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE cannot filter Internet content accessed by your child from home, from other locations away from FTC or on mobile devices owned by your child. DfE recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, eSafety at www.esafety.gov.au the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.gov.au>.

Please contact the Principal, if you have any concerns about your child's safety in using the Internet and ICT equipment and services.

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 regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following conditions to help them stay safe when using ICT at FTC and outside formal FTC hours.

Important Terms

'**Cyber-safety**' refers to the safe use of the Internet and ICT equipment and services, including mobile phones.

'**Cyber bullying**' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'ICT equipment and services' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, portable hard drives, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), enterprise storage, network switches, routers, printers and any other, similar, technologies both FTC owned or privately owned. Services include cloud/online based solutions such as, but not limited to Microsoft 365, Google Apps for Education (encompassing GSuite) and any FTC service that comprises of electronic communication and/or delivery system, such as DayMap, Vivi, Papercut, ICT Administration.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with an FTC or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

I agree that;

- I will not use FTC ICT equipment until my parents/caregivers and I have signed my ICT and Cyber-Safety User Agreement form and the completed form has been returned to FTC.
- I will log on only with my allocated username.
- I will not allow anyone else to use my username.
- I will keep my password private and change it regularly.
- While at FTC or undertaking an FTC 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 (i.e. bullying or harassing).
- I will use the Internet, e-mail, mobile phones or any other ICT equipment and services only for positive purposes, according to FTC, DfE and legal requirements, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the FTC itself, even if it is meant as a joke.
- I will only print educational related material.
- I will save and back up my work to the provisioned cloud drive as well as removable media if provided. I will not store inappropriate or non-educational material on any network or cloud drive. ICT staff may remove inappropriate material from the cloud drive without notice.
- I will use my ICT devices or mobile phone/s only at the times agreed to by the FTC & staff during the FTC day.
- I understand that not all information on the internet is reliable and accurate.
- While at or away from FTC, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material
 - report any attempt to get around or bypass security, monitoring and filtering that is in place on FTC ICT equipment and services.
 - not circumvent security, monitoring, and alerting mechanisms that the FTC has implemented.
- If I accidentally access inappropriate material, I will:
 - not show others
 - turn off the screen or minimise the window
 - report the incident to a teacher immediately
- To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games, or programs only with 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. This includes downloading such files as music, videos, games, and programs.
- I understand that I must not plagiarise, and that FTC may use plagiarism checking software and disciplinary action may be taken.
- Only with permission from the teacher or ICT staff will I connect any ICT device to the FTC network or run any software (e.g. a USB/portable drive, camera, or phone). This includes all wireless/Bluetooth technologies.
- I will not put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.

- I will respect and treat all ICT equipment and services with care. This includes:
 - not intentionally disrupting the smooth running of any FTC ICT equipment and services.
 - not attempting to hack or gain unauthorised access to any ICT equipment and services.
 - following all FTC cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT equipment and services.
 - reporting any breakages/damage to a staff member.
- If I cause deliberate and/or malicious damage to FTC equipment and/or services, I will incur repair costs.
- FTC will monitor traffic and material sent and received using the FTC ICT equipment and services. FTC will use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
- FTC will monitor and audit its computer network, Internet access facilities, computers and other FTC ICT equipment and services 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.
- If I do not follow cyber-safe practices, FTC will inform my parents/caregivers. In serious cases, FTC may take disciplinary action against me. If illegal material or activities are involved or e-crime is suspected, it may be necessary for FTC 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 FTC hours.
- I understand that FTC must use my full name to provide a cloud service (e.g. Microsoft 365 and Google Apps for Education).
- I understand that EdPass Microsoft 365, Google Apps for Education and other cloud-based services, as deemed appropriate by FTC, are only to be used in relation to deliver curriculum objectives, and will not be used to store sensitive, personal, or illegal information and/or content.
- I understand that installing and/or accessing any FTC sponsored software or services (e.g. Office 365 or Google Apps for Education) on my device is at my own risk. I take responsibility for ensuring my files are backed up prior to downloading, installing, or accessing any FTC sponsored software or service.

Laptop Program

- FTC reserves the right to confiscate any device issued through FTC laptop programs if the conditions of the agreements entered into with FTC are broken.
- A Laptop Program device loaned through FTC is managed by the FTC ICT department and is deployed with software deemed required by the staff and external trainers. Students will not be granted administrator rights to the device and are not permitted to install any additional software or applications. If additional software is required as part of the training program, a request process can be followed and approvals by FTC staff may be required. Approved software will be deployed by the ICT staff.

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

I understand that FTC will:

- do its best to enhance learning through the safe use of ICT equipment and services. This includes working to restrict access to inappropriate, illegal, or harmful material on the Internet or on ICT equipment and services at FTC, or while undertaking FTC related activities; and enforcing the cyber-safety requirements detailed in Use Agreements.
- respond to any breaches in an appropriate manner.
- provide members of the FTC community with cyber-safety education designed to complement and support the User Agreement initiative.
- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

For the Student: My responsibilities include:

- reading this Cyber-Safety Use Agreement and Cloud Computing policy carefully.
- following the Cyber-Safety conditions and instructions whenever I use the FTC ICT equipment and services.
- following the Cyber-Safety conditions whenever I use privately-owned ICT devices on FTC site or while undertaking any FTC related activity, regardless of its location.

- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety, or security of FTC or other members of the FTC community.
- taking proper care of FTC and privately owned ICT equipment and services. I know that if I have been involved in the deliberate and/or malicious damage or theft of ICT equipment and services, I and/or my family/caregiver may have responsibility for the cost of repairs or replacement.
- Bring my device to FTC every day, full charged and ready for use.
- keeping a copy of this document somewhere safe so I can refer to it in the future.
- asking a staff member if I am not sure about anything to do with this agreement

Acceptable Use

You agree that you will not use the Cloud Computing Services to do anything that is against the law, and that you will not:

- give your account password to anyone else;
- access (or try to access) anyone else’s account, or try to defeat any security controls;
- send or help to send unsolicited bulk email (spam);
- publish, send, or knowingly access material that is pornographic, hurtful, or offensive to other people, including material that is defamatory, threatening, or discriminatory;
- knowingly create or send any viruses, worms, trojans or anything of a similar nature; or
- disable, change, reverse-engineer or otherwise interfere with the Cloud Computing Services.

Monitoring

You agree that ICT Support Staff responsible for ICT systems will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

If you notice a problem with the Cloud Computing Services, or if you think that someone is trying to access your account (or someone else’s account), you agree that you will inform FTC ICT Support Staff immediately.

Suspension or termination of use and other consequences

If there is an emergency security issue, or if you are suspected of making inappropriate use of the Cloud Computing Services, your access to the Cloud Computing Services may be suspended or terminated. This means that you might not be able to access your FTC ICT services, including your FTC email account. If you are found to have made inappropriate use of the Cloud Computing Services, FTC may also apply other disciplinary consequences

For the student

I have read and understood this ICT and Cyber-Safety Use Agreement and the Cloud Computing policy, and I agree to follow the FTC procedures to maintain a cyber-safe learning environment. I understand that not complying with this user agreement may result in consequences according to FTC procedures.

Student name Mentor Group

Student signature Date/...../.....

For the Parent/Caregiver/Legal Guardian:

I agree to

- reading this ICT and Cyber-Safety Use Agreement and Cloud Computing policy carefully and discussing it with my child so we both have a clear understanding of our roles in maintaining a cyber-safe environment.
- ensuring this User Agreement is signed by my child and by me and returned to FTC
- support my child to follow the cyber-safe strategies and instructions.
- my child accessing and using cloud-based services provided by (FTC) and understand this may include the use of my child's personal information including first name and last name.
- contacting the FTC Lead if there is any aspect of this Use Agreement I would like to discuss.

Parent/guardian name Relationship to student:

Parent/guardian signature Date/...../.....

This agreement remains active for the duration of enrolment (subject to policy changes).