



Bracken Ridge
State High School

Strive to Accomplish

ICT Acceptable Use Agreement



ICT Contact Information

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Information and Communication Technology (ICT)

Acceptable Use Agreement

Expectations and Responsibilities

This Agreement outlines the expectations of both students and parents/carers of students, as well as the Bracken Ridge State High School (BRSHS).

Bracken Ridge SHS commits to providing students with access to the school's (ICT) facilities and devices to support their essential learning, as listed below:

- Provide students with a laptop and software designed to meet the needs of their class work.
- Provide software updates as required.
- Provide a loan/spare device for the student to use while their own device is being repaired for damage or warranty claims (laptop lease agreement only).
- Provide on campus printing facilities.
- Provide technical support for school owned/leased devices (before school and during lunch breaks).
- Provide students who bring their own BYOx laptops with secure access to the school network and digital learning tools, access to school-licensed software such as Microsoft 365, technical onboarding and support, and (where needed) access to equity devices for students without their own.
- Provide information about device care and maintenance.
- Respond to any breaches of this policy in an appropriate manner.

Parents/Carers are to ensure their child fulfills their responsibilities as outlined in this document *'ICT Acceptable Use Agreement'*.

- Supervise their child's care of the device outside of the school environment.
- Monitor their child's recreational use of the device and guard against inappropriate use.
- Support the School's disciplinary actions for inappropriate use of School ICT equipment or internet.
- Pay all fees associated with the school-ordered device (including insurance excesses and replacement costs where applicable).
- If a damage does occur, ensure their child has submitted their laptop for repair. Alternatively, if using a BYOx device, promptly action a repair so that their child does not experience any gaps in their online learning. Should the repair be of more than a few days, contact the school so that their child can access a day loan. Please be aware that there is paperwork associated with this loan and the parent/carer is responsible for any damages which occur to this loan device.
- Be familiar with the document [Online Safety in Queensland State Schools \(PDF, 4 MB\)](#) which provides guidance on how the department responds and supports schools, students, parents and the community, in keeping young people safe online.

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Students are to abide by the expectation and responsibilities listed below:

- Always transport the laptop in the provided bag (or ensure your BYOx device is appropriately transported so as to avoid damages)
- Fully charge the device at home each evening, ensuring the laptop is charged and ready for learning (leave the charger at home)
- Students provide authorised school staff with access to the device
- Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school (or in the case of BYOx devices – to the parent or guardian).
- Students are not allowed to use their mobile phones or any other device to connect to the Internet while at School
- No permanent markings are permitted on the school leased laptop. This includes, pen, stickers, or any other item/material visible on the device.
- Keep the laptop out of direct sunlight and in a cool dry place when not in use at home
- Use the Internet to only access information relevant to classroom research or approved projects
- Avoid compromising, directly or indirectly, the security and integrity of the school network – including but not limited to tampering, hacking and/or spreading viruses or using weak passwords
- Immediately inform a teacher if you view information that makes you feel uncomfortable, offended or believe that the content is illegal
- Use only video conferencing for educational purposes. Only take and share photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson or educational activity.
- Do not reveal your password to anyone else. Do not allow anyone else to use your laptop including family, friends etc.
- Do not give out any personal information about themselves or others unless given permission from a teacher
- Do not send any bulk unsolicited emails, computer viruses, worms or malware or similar malicious programs
- Attempt to communicate with staff member via phone call, text or private email, or social media platforms. Any attempt by students to connect, like or message staff will be considered a breach of appropriate use of technology as well as a breach of privacy.
- Use only licensed software approved by the school. Unauthorised software use may breach Copyright laws and penalties may apply by Australian law
- Do not play games in class, when your teacher has instructed you to engage in a learning task.
- Don't leave your laptop unattended or unlocked
- Do not use the internet for talk and/or chat sessions or send/receive personal emails within school hours
- Do not use social media or any other website/program with the purpose of creating, viewing or participating in the humiliation, harassment or defamation of others.

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RESTRICTIONS

Monitoring and filtering

The school filters harmful websites and website categories to help protect students, in addition to monitoring all Internet use. Filters and monitoring also apply to student devices off campus.

Physical Audits

The school conducts random audits looking for inappropriate website access, downloads, or device use. Parents are encouraged to be proactive and talk to their children about their online habits.

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Acknowledgement And Acceptance

Student, in summary for students to read and understand:

- I understand and accept my role in safely engaging with ICT's at Bracken Ridge SHS
- I have read and understood the requirements of the 'ICT Acceptable Use Agreement, including Student Laptops'.

Parent/Carer

- I have read all sections in this Agreement
- I am aware of the responsibility my child has under this agreement and I believe that he/she understands the conditions and consequences.
- I am aware that consequences may apply should I or my child breach this Agreement.
- I acknowledge that the school is using a web-filtering software to monitor the websites my child can visit on their laptop.
- I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Responsible Behaviour Plan. This may include loss of access and usage of the school's ICT facilities and devices for some time.

Student name and year level: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Student Signature: _____

Date: _____

Breach of this agreement

Failure to abide by this '*Student ICT Acceptable use Agreement*' may result in disciplinary action at the discretion of the School Principal.

Depending on the seriousness of the breach of the agreement or policies, an appropriate response will be made by the school and may include:

- Discussion of the breach with the student.
- Discussion of the breach with the Parent/Carer.
- • Recovery of any incurred costs from the Parent/Carer.
- Legal action (if deemed necessary for serious offences).
- Any other response deemed necessary by the School Principal or delegate.