# Appendix ii – Samples of Acceptable Use of ICT Statement – Students

1. Overview
   1. The Acceptable Use of ICT statement for parents and guardians should be signed by all parents/guardians of students under the age of 18. Students aged 18 and above can sign the form themselves.
   2. In addition to this, schools may wish to have their students sign an additional Acceptable Use Statement. This ensures that students are aware of their responsibilities when using ICT resources, as well as the consequences of any breach.
   3. The ACT Education Directorate caters for students aged between 3 and 19. As such, it is difficult to create a generic statement that will suit the needs and understanding of each of these students.
   4. The examples on the following pages were sourced from ACT schools and may be used as the basis for developing an acceptable use statement that is relevant to the students in specific school contexts.
   5. In any acceptable use statement to be used by students, it is important to include the following:

* A summary of acceptable/non-acceptable behaviour
* Consequences for the breach of the acceptable use conditions
* A statement that the student agrees to when signing the form
  1. When students sign an Acceptable Use of ICT Statement, they are agreeing to the conditions of this policy and agree to accept the consequences of any breach. While this policy deals specifically with the use of ICT resources, it is important to remember that school-based behaviour management policies and procedures apply to online behaviour, just as they do to physical behaviour in the school. Just as bullying, harassment or abuse would not be tolerated in the classroom or on the playground; they are similarly not tolerated within online environments. Any online breaches of the school’s behaviour policies should be dealt with as they would, had they occurred in the physical environment.

1. Sample 1 - Primary School Acceptable Use of ICT Code of Practice for Students

(Drafting Note: If more than one page is used, insert student’s name and page numbers –Page X of Y – on each page of the form so that parent’s signature and permissions are not separated from any other pages or mixed up with other permission forms)

When using ICT resources at *(insert school name)* Primary School (including the student network, internet, email, Digital Backpack, Chromebooks, iPads etc):

* I will use school computers only with the permission of a teacher.
* I will follow all instructions from teachers when using school computers.
* I will not let anyone else know my passwords or usernames.
* I know that I am responsible for anything that happens when my account is used.
* I know that the school and the ACT Education Directorate receives information about anything that I send or receive.
* I will tell my teacher if I think someone has gained access to my account
* I will make sure any email I send or any work that I wish to have published is polite and carefully written and presented.
* I will respect other students’ work and ensure appropriate feedback about individual responses.
* I will not read other people’s emails.
* I will not tell anyone my address or telephone number or the address or telephone number of anyone else or send photographs of myself or others.
* I will use material from other websites only if I have permission to do so.
* If I use material in my work that I have found on the internet, I will say where it comes from.
* If I see or receive any information on the computer that makes me feel uncomfortable or is inappropriate I will tell a teacher straight away, or report it using the Cyber Safety Button on the Digital Backpack.
* I will not damage or disable the computers, computer systems or computer networks of the school.

I have read and understand the *(insert school name)* Primary School Acceptable Use of ICT Code of Practice for Students. I understand that disciplinary action may be taken if I do not follow this agreement, which may include loss of access to the internet or school network or the use of ICT for a period of time.

**Student:**

I agree to follow the Code of Practice and any other relevant rules that are set by *(insert school name)* Primary School:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once this Acceptable Use of ICT Code of Practice form is signed by student and parent/carer, please return to the class teacher.**

1. Sample 2 - Primary or Middle School - Acceptable Use of ICT Code of Practice for Students

This code of practice was developed for students of *(insert school name)* Primary School and is consistent with the Directorate’s Communities Online Policy. All students will need to read and sign this document before utilising the school ICT equipment.

* I will use the school computers for school work only and only as directed by my teacher.
* I will be courteous and use appropriate language when communicating to others.
* I will ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.
* I will not use the school computer facilities for illegal or dishonest purposes.
* I will not copy software programs on school computers, or copy material, graphics or music owned by others without their permission.
* I will not send, produce, show or search for things that might upset others.
* I will not intentionally create network congestion or disrupt the school computer equipment.
* I will not tell other people my password or leave the computer logged in when leaving the room.
* I will not send photographs or publish full names or personal details of others or myself to unknown people without permission.
* I will not send email to users outside of this school unless the teacher approves it.
* I understand that the school records where I have gone on the Internet
* I understand that not following this Code of Practice may lead to loss of internet, email or networks access for a period of time determined by the Principal.

**Student Declaration**

Students of *(insert school name)* School may access the Internet and Email after signing the following declaration.

I declare that I have read and/ or understand the Student Code of Practice for *(insert school name)* School.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sample 3 - High School or College- Acceptable Use of ICT Code of Practice for Students

*(Insert school name)* has a number of facilities which enable you to access information on computer networks such as the Internet.

To ensure fair and equitable access for all members of the college community who wish to make use of these facilities, all users are required to sign an agreement to abide by certain rules which are described in a code of practice. Most of these rules are ones you would be expected to follow on any ICT network.

This Acceptable Use of ICT Code of Practice for Students agreement was developed for students of *(*insert school’s name*)* and is consistent with the Directorate’s Communities Online policy and Use of Portable Electronic Devices (PEDs) in Schools policy.

To make use of the college's networked computing facilities, please ensure that you have read and understood the following code of practice, then sign the agreement below.

**Code of Practice**

When using the College's facilities to access computer networks:

YOU MAY

* find, copy, and/or print information required for any of your college courses
* collaborate or share information relevant to your courses with students or teachers in other schools
* download files containing information or software relevant to any of your college courses where this action does not involve a breach of copyright laws
* undertake any other special project which is approved by a teacher at the College
* access e-mail through a web-based account.

YOU MAY NOT

* e-mail or display offensive messages or pictures
* use obscene language
* harass, insult or attack others
* damage computers, computer systems or computer networks, for example, by propagating viruses or interfering with system configurations
* violate any laws, for example, those related to copyright and privacy
* use others' passwords
* trespass in others' folders, files or systems
* intentionally waste limited resources
* use the network for commercial purposes
* use the network for any purpose that is not directly related to your studies at the College

**Violations of these rules may result in loss of access or legal action if appropriate.**

(Continued) – Print back-to-back

I have read and understood the*(insert school name)* Students' Code of Practice. I agree to abide by the code and any other relevant rules that may be set by the college.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_