

RESPONSIBLE USERS AGREEMENT

CONDITIONS OF USE: COMPUTER FACILITIES

1. The user will abide by the Code of Ethics relating to the use of information technology at Mullauna Secondary College. Failure to adhere to these codes may result in denial of access. A copy of the code can be found on Compass.
2. The college has no control of the accuracy or reliability of the information obtained by the use of the internet.
3. The college takes no responsibility in relation to software obtained via the internet.
4. The user indemnifies Mullauna Secondary College against any liability, claim, action, suit, demand, loss, cost or expense arising out of or in any way connected with the use of the network.
5. The user will not do anything that causes damage to college equipment, software setup or services.
6. The user will not use the facilities to harass, harm or annoy other users or internet/email users.
7. The user will not use the facilities in an unlawful manner.
8. The user **will not** disclose any access codes or passwords.
9. The storage rights of users can be varied at any time. The college does not guarantee storage space nor warrants in any way material stored.
10. Mullauna Secondary College reserves the right to:
 - i) Access user areas
 - ii) Delete out of date material
 - iii) Delete any material that is excessive in volume
 - iv) Delete any material that is stored in an illegal area
 - v) Deny access to any individual at any time
 - vi) Expect payment for costs incurred through misuse

STUDENT PLEDGE FOR BYOD USE:

1. I will follow the teacher's instructions when using my device. When I am asked to provide my full attention, I will put aside my device and listen.
2. I will ensure that my device is secured in my locker when not used in class.
3. I understand that it is my responsibility to ensure that I have charged my device and that it is brought to school each day, unless instructed otherwise.
4. I will not touch or interfere with another student's device.
5. I agree that any inappropriate use of the device will result in school discipline that may include the loss of device use in class. Inappropriate use includes, but is not restricted to:
 - i) Visiting inappropriate websites
 - ii) Possessing, or taking, inappropriate pictures and/or media files
 - iii) Deleting any other student's installed files
 - iv) Using another student's device without his/permission or without teacher approval
 - v) Using the device when the teacher has asked me not to
 - vi) Using inappropriate programs (such as games or social media) during class time
 - vii) Attempting to bypass the schools network filters
6. I will ensure that the software files required for my learning are installed on my device.
7. I will ensure that a current anti-virus program is installed on my device.

This agreement also applies during school excursions, camps and extra-curricular activities.

I have read the college Code of Ethics, Conditions of Use and Student Pledge. I understand and agree to follow all responsibilities as outlined in these documents

Student Signature _____ **Date** _____

CODE OF ETHICS:

USE OF MULLAUNA SECONDARY COLLEGE INFORMATION TECHNOLOGY OR OWN DEVICE (BYOD)

The following ethical practices are applicable to all users of Information Technology facilities of Mullauna Secondary College and student owned devices.

As a student of Mullauna Secondary College I will abide by these codes:

CODE 1: Utilise the facilities for the betterment of my learning and intellectual development;

This code means that the IT facilities and my own device will only be used for college related activities.

CODE 2: Be respectful of other peoples' rights and avoid accessing, distributing or storing material which is in any way damaging to the reputation of Mullauna Secondary College and members of the Mullauna Community;

This code means that users will abide by the Law of Australia and Victoria that relate to;

- Sexual Harassment
- Ethnic and Racial Vilification
- Libel and Slander

This code has particular relevance to the use of email and the internet. Users of Office 365 will not engage in any activity which either infringes existing laws or impinges upon the college's or individuals reputation.

This code is also intended to cover access to the internet. Users are to confine themselves to accessing data and information which is related to their academic or professional needs. At all times users are to refrain from accessing internet sites that contain offensive material. Offensive material relates to a range of areas, in particular: pornographic, racial and sites which are designed to bring harm to others are not to be accessed.

CODE 3: Respect the software licencing agreements of Mullauna Secondary College and the wider community.

This means that the licencing agreement pertaining to each piece of software is to be strictly observed. Under no circumstances is software to be copied from college equipment and installed on other equipment unless official permission has been granted by the principal.

Under no circumstances is software to be loaded onto college equipment without prior permission. The copying, and trading and distributing of software, such as games and shareware, is not allowed.

CODE 4: Respect people's rights to information privacy and ownership of intellectual property.

This code means that users of the IT facilities are required to abide by the Laws of Australia and Victoria and to observe the ethical consideration that a person's information is his/her private property and therefore is not to be copied, sold or used in other ways unless permission is sought from the owner.

CODE 5: Respect the security arrangements put in place to protect the information technology system and its users.

This code implies that users are to respect security arrangements in regard to network filters and to abide by the Laws of Australia and Victoria that cover illegal attempts to access IT facilities. The common terminology is 'hacking'. This activity is both legally and ethically unacceptable.