35 Reinke Road, Ashwell QLD 4340
Telephone: (07) 5361 8888
admin@ashwellss.eq.edu.au

Acceptable Use of Information and Communication Technology Agreement

Purpose

Information and communication technology (ICT) provides students with valuable tools to support learning, communication, creativity and research.

At Ashwell State School, students may use school-provided computers, laptops, tablets, interactive displays, internet services, email, online learning platforms, educational applications and other digital resources as part of their educational program.

This agreement explains how students are expected to use school ICT services, facilities and devices safely, responsibly, lawfully and respectfully.
This agreement should be read alongside the Ashwell State School Student Code of Conduct.

School-provided technology

Ashwell State School provides students with access to Department of Education ICT services, facilities and devices for educational purposes.

Students are not permitted to connect privately owned mobile devices, including mobile phones, smartwatches, tablets, laptops, gaming devices or storage devices, to the school network.

The school does not provide access to its ICT services, facilities or devices for community use.

Monitoring and access

The Department of Education monitors the use of its ICT network, including internet and email activity, to:

- help protect students and staff
- identify inappropriate use
- maintain network security
- protect departmental information
- maintain the performance of ICT systems.

The principal may restrict or remove a student's access to ICT services, facilities or devices when this agreement or the Student Code of Conduct has not been followed.

Where access is restricted, the school will make reasonable arrangements to ensure the student can continue to participate in their educational program.

Student responsibilities

When using school ICT services, facilities and devices, students will:

- follow the directions of teachers and other school staff
- use technology only for approved educational purposes
- demonstrate Ashwell State School's values of Integrity, Safety and Excellence
- use respectful and appropriate language
- care for school devices and equipment
- use only their own username and password

- keep their password private
- log out when they have finished using a device
- respect the privacy and personal information of others
- seek permission before taking, using, sharing or publishing a photograph, video or recording
- acknowledge the work and ideas of others
- follow copyright requirements
- tell a staff member immediately if they see or receive inappropriate, unsafe or upsetting content
- follow staff instructions when using email, online platforms, artificial intelligence tools or other digital applications
- report damage, faults, suspicious messages or possible security concerns immediately.

Students must not attempt to bypass filtering, security settings, monitoring systems or restrictions placed on school devices or accounts.

Safe use of personal information

Students must not share personal information online unless directed by a staff member for an approved educational purpose.

Personal information may include:

- full names
- passwords
- home addresses
- telephone numbers
- dates of birth
- photographs or videos
- information about family members
- information that identifies another student or staff member.

Students must not access another person's account, email, files, folders or saved work.

Students must not allow another person to use their school account.

Appropriate use

Students may use school ICT services, facilities and devices to:

- complete classwork and assessment
- research approved topics
- practise literacy, numeracy, communication and information skills
- create documents, artwork, presentations, audio or video
- access approved educational websites, applications and online resources
- communicate and collaborate for school-related learning
- publish work when supervised and approved by a staff member
- participate in the Department of Education's approved online learning environments
- use approved generative artificial intelligence tools when specifically directed and supervised by a teacher.

Unacceptable use

Students must not use school ICT services, facilities or devices to:

- access, create, download, store, distribute or publish illegal, dangerous, offensive or inappropriate material
- use obscene, abusive, inflammatory, racist, discriminatory or derogatory language
- bully, threaten, harass, insult, embarrass or intimidate another person
- share messages, images, videos or recordings that may harm another person
- take photographs, videos or recordings without permission
- record private conversations or activities without consent
- share another person's personal information or images without permission
- access social media, messaging, gaming or entertainment sites unless specifically approved for learning
- send spam, chain messages or unwanted communications
- deliberately waste printing, internet or storage resources
- damage, alter or interfere with computers, tablets, printers, network equipment or software
- change device settings or install applications without permission
- introduce viruses, malicious software or unsafe files
- attempt to bypass network security, filtering or monitoring
- copy another person's work or present artificially generated content as their own
- breach copyright or software licensing requirements
- use technology to cheat during assessment
- use a device during an assessment unless permission has been given
- use another student's or staff member's username or password
- access files, folders, drives, systems or information they have not been authorised to access.

Generative artificial intelligence

Students may only use generative artificial intelligence applications when the application and activity have been approved by a teacher.

When using an approved generative artificial intelligence tool, students must:

- follow the teacher's instructions
- protect their own and others' personal information
- check information for accuracy
- acknowledge the use of artificial intelligence when directed
- ensure submitted work reflects their own learning and understanding
- not use artificial intelligence to cheat, copy work or avoid completing required learning.

If inappropriate content appears

If illegal, dangerous, offensive, unsafe or upsetting information appears on a screen, students must:

1. stop interacting with the content
2. close or minimise the window where possible
3. quietly tell a teacher or other trusted school adult immediately
4. not show, forward, copy or share the content with other students.

Students will not be considered responsible for accidentally accessing inappropriate content when they immediately report it and follow staff directions.

Breaches of this agreement

When a student does not follow this agreement, the school will respond in accordance with the Ashwell State School Student Code of Conduct.

Responses may include:

- reteaching safe and responsible ICT use
- increased supervision
- restriction of particular applications or websites
- temporary restriction or removal of network or device access
- requiring work to be completed using an alternative device or format
- contact with parents or carers
- disciplinary action where appropriate
- reporting serious or unlawful matters to the Department of Education or other relevant authorities.

Any response will take into account the student's age, individual circumstances, the seriousness of the behaviour and the impact on others.

Student acknowledgement

I understand that Ashwell State School provides ICT services, facilities and devices to support my learning.

When using school technology, I agree that I will:

- use it only for approved educational purposes
- follow the directions of school staff
- keep my password private
- use only my own account
- communicate respectfully
- protect my own and other people's personal information
- care for school equipment
- not look for, create or share anything illegal, dangerous, offensive or inappropriate
- tell a staff member immediately if I see or receive inappropriate or unsafe content
- follow the Ashwell State School Student Code of Conduct.

I understand that my online behaviour may affect other students, staff members, families and the reputation and good order of the school.

I understand that if I do not follow this agreement, my access to school ICT services, facilities or devices may be restricted.

Student name: _____

Student signature: _____

Date: _____

Students aged 10 years and under are not required to sign. For younger students, the school will explain the expectations in an age-appropriate way and record that the agreement has been discussed.

Parent or carer acknowledgement

I understand that Ashwell State School provides my child with access to school ICT services, facilities and devices, including filtered internet access, for educational purposes.

I understand that:

- the school uses filtering, monitoring and supervision to support safe ICT use
- no filtering or monitoring system can guarantee that inappropriate material will never be accessed
- my child is expected to follow this agreement and the Ashwell State School Student Code of Conduct
- the Department of Education may monitor activity conducted through its network, accounts and devices
- school-owned devices may be remotely accessed or managed by the Department of Education
- the school is not responsible for safeguarding personal information or work stored by my child on a school device
- access may be restricted when my child does not follow the agreement
- Ashwell State School does not permit students' privately owned mobile devices to connect to the school network.

I will support my child to understand and follow the school's expectations for safe, lawful, ethical and responsible ICT use.

I will advise the school as soon as practicable if I become aware of inappropriate online conduct or material involving my child, the school or another student.

I give permission for my child to access and use Ashwell State School's ICT services, facilities and devices, including the internet, in accordance with this agreement and the Student Code of Conduct.

Student's full name: _____

Parent or carer name: _____

Parent or carer signature: _____

Date: _____

Privacy statement

The Department of Education collects personal information on this agreement to manage students' access to and appropriate use of the school's ICT network, services, facilities and devices.
Personal information will be managed securely and in accordance with Queensland privacy legislation. It will not be used or disclosed for another purpose unless consent has been provided or the use or disclosure is authorised or required by law.

Parents and carers may contact Ashwell State School to request access to or correction of personal information collected through this agreement, or to raise a concern about how the information has been managed.