Chevalier College provides students with the opportunity to access information and communications technology (ICT) utilising College devices or personally owned devices. This is provided with the understanding that students will abide by the College’s rules, conditions, guidelines and staff instructions.

Access to the ICT services of the College is given to students who agree to act in a considerate and responsible manner.

By signing this agreement you and your child understand and accept that the following rules and conditions apply to your child’s use of ICT at Chevalier College, and that your child agrees to abide by them. Any breaches of this agreement may result in disciplinary action, including, but not limited to, modified conditions of use or suspension of ICT access privileges.

We ask parents/caregivers to support the College by reading through this information with their children and encouraging safe, responsible and appropriate use of technology.

Please return the signed agreement to Student Services.

This agreement is for one school year (as indicated in the title). In this agreement, a ‘device’ means any device capable of:

- accessing the internet
- accessing a mobile telephone network
- recording or replaying material (including sounds, pictures, movies)

**Rules and Conditions**

Students are responsible for good behaviour on College ICT systems just as they are in a classroom or in the playground. Communications on ICT systems are often public in nature. General College rules for behaviour and communications apply.

At school, students must:

- not use devices during breaks
- not use devices for any personal purposes between 8:45am and 3:30pm (including telephoning or messaging parents)
- only access College sanctioned applications
- use devices in accordance with this agreement and any other code or direction given by a member of staff.

Any classroom teacher may determine particular conditions under which a personal device is used and the purposes for which it is used.

The College ICT Department monitors student activity on the College network. If the College has good reason to suspect inappropriate activity on the College network by a student, staff may access devices that the student uses to connect to the College network, including a personal device, and review files and communications. Students should not expect that their files, information and access history stored on the College network, College devices or personal

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1 Disciplinary action will be taken if a student is discovered using a device without authorisation. This action includes, but is not limited to, confiscation of the device. If students need to contact their parents during the school day, or vice versa, this can be done through Student Services by parents calling the school and asking for a message to be sent to their child or by the student making a call to their parents from the Student Services’ phone.
devices used at school will be private. College staff can instruct a student to remove inappropriate data etc. from a personally owned device.

Misuse of the College network, device, equipment or PDD brought to school will lead to disciplinary action that may include the cancellation of ICT privileges at the College and/or confiscation of a device and/or other disciplinary action.

It is expressly forbidden for students to wilfully:

- record, display, transmit or deliberately receive any material that is offensive in any way
- post anonymous messages
- plagiarise content from the internet and/or violate copyright laws
- use the network for non-educational purposes, such as personal, commercial or political purposes
- corrupt or modify files or introduce or spread viruses
- damage or disrupt the College ICT network, data files, software or devices
- violate the privacy of others by using passwords/credentials other than their own to access College ICT or by publishing the personal, sensitive and/or confidential information of others
- post chain letters or engage in “spamming”
- attempt to illegally access other networks or undertake illegal activities as defined by state or Commonwealth laws
- contravene licence agreements or violate regulations prescribed by the service provider
- access websites through proxies
- deliberately bypass content filtering
- give out your personal information (including name, address, contact numbers, passwords, log-ins etc.) over the internet
- access any application, including social media, that has not been sanctioned by the College.

Students must respect the rights of other ICT users.

Students are responsible for the security and care of their portable device and any device loaned to them by the College.

The College accepts no responsibility for the loss or damage of students’ portable devices.

Students’ portable devices are not covered by the College’s insurance policies, and the College will not undertake the recovery of any cost of repair or replacement of a portable device.

The information and communication technology services of the College are provided for education purposes and, during school, teachers will guide students toward appropriate materials on the internet. Outside of school, families bear the responsibility for guidance, as they would with other information sources such as television, telephones, movies, radio and other media.

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Parent/Caregiver Agreement

I have read this agreement and the booklet, ‘Your Portable Device at Chevalier College - Guidelines for Students and Parents’, and understand the information contained in these documents. I agree to the rules and conditions set by Chevalier College in relation to the technology used and accessed by my child at school.

Parent/Caregiver’s Name: 

Parent/Caregiver’s Signature: ___________________________ Date: ___________________________

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Student Agreement

I have read this agreement and the booklet, ‘Your Portable Device at Chevalier College - Guidelines for Students and Parents’, and understand the rules and conditions as well as my responsibilities in relation to my use of technology and associated equipment/devices at Chevalier College.

Student’s Name: ___________________________ Year Group __________________

Student’s Signature: ___________________________ Date: ___________________________