



MacKillop College Acceptable Use of ICT Agreement



This Acceptable Use Agreement applies to students at MacKillop College when using ICT.

MacKillop College reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

I understand that when I use school technology:

I understand that my digital actions have real-world consequences.

For my safety and the safety of other **I agree that:**

I will use appropriate language and engage respectfully in online discussions, emails, and messages.

I will not share sensitive details (e.g., full name, address, phone number) and will report any request for such information to a teacher or trusted adult at school.

I will evaluate sources for accuracy, bias, and reliability, and will report misinformation or harmful content to a teacher if necessary.

I will properly credit sources and acknowledge the use of AI-generated content where applicable. I understand that plagiarism, including using AI without disclosure, is a breach of school policy.

I will respect the legal and ethical guidelines of apps, software, and platforms I use within the school environment.

I will not access, modify, or delete files belonging to other students or staff without permission.

I will keep my passwords private and will not use another person's login details.

If I feel unsafe online or witness harmful digital behaviour, I will reach out to a teacher or a trusted adult at school for support.

Unacceptable Behaviour when using ICT

For my safety, and the safety of others:

I will not use personal hotspots to bypass school filters and monitoring.

I will not record, share, or publish images, videos, or audio of others without explicit permission.

I will not use AI tools to alter images, videos, or voices of others without their consent or outside of a teacher-approved activity.

I will not use 'peer to peer' sharing (e.g. Airdropping on Apple devices) or other file-sharing tools to distribute files without approval.

I understand that phishing scams and malware can be embedded in emails, and I will avoid engaging with unknown senders.

I will only use school devices and digital platforms for academic purposes, unless otherwise permitted by my teacher.

Consequences for a breach of this agreement

If I break the rules of this Agreement my school will restrict access to the internet as follows:

- 1st Offence: Access to the internet will be restricted until the student completes a suitable reflection.
- 2nd Offence: Access to the internet will be restricted for one week and the student completes a suitable reflection.
- 3rd Offence: Access to the internet will be restricted for two weeks and the student completes a suitable reflection.

Other consequences will depend on the severity and impact of my actions, for example if school equipment is deliberately damaged, I might need to pay for its repair.

As a student at MacKillop College

My school also requires me to:

- Disable smart watch (if I possess one) features during school hours
- Not use a mobile as outlined in the Mobile Phone Policy
- Not interfere with network systems and security, the data of another user or attempt to log into the network with a username or password of another student
- Handle ICT devices with care and notifying a teacher if they are damaged or require attention
- Not allow other students to use my network/Internet account or notebook computer
- Not use any means whatsoever to bypass the College's internet filtering services (e.g. use of internet proxies, tethering, VPN etc.)
- Respect others and communicate with them in a supportive manner; never write or participate in on-line bullying (for example, forwarding messages and supporting others in harmful, inappropriate, or hurtful on-line behavior)
- Protect the privacy of others; never post or forward their personal details or images without their consent
- Carefully consider the content that I upload or post on-line, including email; this is often viewed as a personal reflection of who I am.
- Not use or install unauthorised programs, e.g. games, P2P programs
- Not broadcast or email messages to a large number of users unless permitted by a staff member. To do so without their permission is considered to be spamming.
- Understand the College reserves the right to monitor and log the use of its digital facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Access to and time spent using many of these facilities is automatically logged.

Student Agreement

I have discussed this Agreement with my parents and agree to follow all of these rules.

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Student Code of Conduct, which I have agreed to uphold, and consequences may apply for inappropriate use.

Student Name: _____

Student Signature: _____

Date: _____

Parent Agreement

- I agree that my child may use educational web tools such as MS 365 CoPilot as part of their schoolwork that uses off site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material as per legislative requirements.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent Name: _____

Parent Signature: _____

Date: _____