

ICLT AT UNIVERSITY SENIOR COLLEGE

INFORMATION, COMMUNICATION AND LEARNING TECHNOLOGIES (ICLT) USE AGREEMENT FOR UNIVERSITY SENIOR COLLEGE STUDENTS

This document is comprised of three sections:

Section A: Introduction

Section B: ICLT Procedures for Students

Section C: ICLT Use Agreement Form

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that section to the USC main office.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the College.

*** The term 'parents' used throughout this document also refers to legal guardians and caregivers.**

SECTION A INTRODUCTION

The measures to ensure the online safety of University Senior College's community members outlined in this document are based on our core values.

Our values

At USC, we value learning and taking charge of that learning

At USC, we prepare for success at university and beyond

At USC, we value personal integrity, mutual respect and cultural diversity

The College has online safety practices in place, which are embedded in the ICLT Use Agreements for all College staff and students.

The overall goal of the College in this matter is to create and maintain an online culture which is in keeping with the values of the College, and fully recognises our legal and professional obligations. This Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with online safety breaches which undermine the safety and wellbeing of the College environment.

Because social media blurs the lines between people's personal and professional expression, staff and students must think carefully about their online conduct, so as to preserve and protect individual reputations and the reputation of University Senior College.

While social media creates new tools, the same laws, policies, expectations and guidelines for interacting within and outside the USC community apply online.

All students will be issued with a Use Agreement and once signed consent has been returned to College, students will be able to use the College ICLT network.

The College encourages computer and internet use for study related activities. By using the College's network, students agree that they will not use the system for inappropriate, objectionable or illegal activities.

August 30, 2014

SECTION B

PROCEDURES TO HELP KEEP UNIVERSITY SENIOR COLLEGE STUDENTS SAFE ONLINE

As a safe and responsible user of ICLT I will help keep myself and other people safe by following these procedures.

1. I can use College ICLT equipment when my parent and I have read and signed my Use Agreement form (see Section C) and returned it to the College.
2. I understand that all aspects of the user agreement apply to all devices I use during my enrolment at USC.
3. **I will log on only with my own user name.** I will not knowingly allow anyone else to use my user name.
4. I will keep my account password private from others and will not log on for, or as, someone else.
5. While at College or whilst participating in a College-related activity, I will be respectful of others and not use ICLT to upset, offend, harass, threaten or in any way harm others. I also acknowledge that this will apply even if my actions are unintended or if they were meant as a joke.
6. While social media creates new tools, the same laws, policies, expectations and guidelines for interacting within and outside the College community apply online
 - 6.1. I will be respectful, genuine and credible.
 - 6.2. I acknowledge that social media spreads far and wide – and I will post appropriately.
 - 6.3. I am aware of liability. I am legally responsible for my own posts. I understand that they can be almost impossible to erase.
 - 6.4. If I make a mistake in an online space, I will correct it.
 - 6.5. I will not use the USC logo/brand in any online space.
 - 6.6. When referring to USC online, I will represent USC positively.
7. I understand that the procedures in this Use Agreement apply to any electronic devices.
 - 7.1. I understand that phones are to be set to silent in class and while inside buildings outside of class time. My conversations must take place outside of buildings, because ringing and sending text messages in class is disruptive and shows a lack of respect.
 - 7.2. I accept responsibility if I cause loss of, or damage to, any electronic device.
 - 7.3. I will discuss with my teacher the appropriateness of using any electronic devices in class. Each situation will be unique and have its own unique set of solutions.
8. While using ICLT at College, I will be respectful and not:
 - 8.1. Access, or attempt to access inappropriate, illegal or objectionable material.
 - 8.2. Download, upload, save or distribute *such* material by copying, storing, printing or showing it to others.
 - 8.3. Make any attempt to get around or bypass security, monitoring and filtering that is in place at College.
9. If I accidentally access inappropriate, illegal or objectionable material, I will:
 - 9.1. Not show others
 - 9.2. Close the application and
 - 9.3. Report the incident to a teacher immediately.

10. I understand that the College must comply with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these procedures apply to any privately owned ICLT device (such as a laptop, mobile phone, USB drive) I bring to College or a College-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.
12. Before giving out any personal information (including photos) online about others, I will seek their permission. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICLT systems in use at the College and treat all ICLT equipment/devices with care. This includes:
 - 13.1. Not intentionally disrupting the smooth running of any College ICLT systems.
 - 13.2. Not attempting to hack or gain unauthorised access to any system.
 - 13.3. Following all College online safety procedures, and not joining in if other students choose to be irresponsible with ICLT.
 - 13.4. Reporting any breach of rules, breakages/damage to a staff member.
14. I understand that the College may monitor traffic and material sent and received using the College's ICLT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email and social networking sites.
15. I understand that the College may audit its computer network, internet access facilities, computers and other College ICLT equipment/devices or commission an independent audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I do not follow these online safety procedures, I may have my network access disabled. In serious cases the College may take disciplinary action against me. Further action will be taken at the discretion of the Principal. I also understand that my family may be charged for repair costs or any damaged College equipment. If illegal material or activities are involved, it may be necessary for the College to inform the police and/or other relevant authorities.
17. If I have any queries about this agreement, I understand that I can discuss them with my mentor, the ICLT Manager, the Counsellor or the Principal.
18. I understand that I also have access to the College's Grievance Procedure to resolve any online grievances.

Useful websites	
Cyber related	Health related sites (re: addressing effects of incidents online)
http://thinkuknow.org.au/site/index.asp	http://www.reachout.com.au/
http://www.acma.gov.au/	http://www.beyondblue.org.au/
http://www.netalert.net.au/	http://www.youthbeyondblue.com/
http://www.cybersmart.gov.au/	http://www.cyh.com.au/
http://www.staysmartonline.gov.au/	http://www.headspace.com/
http://www.cybersafetysolutions.com.au/	http://www.headroom.com.au/

A glossary of terms is available on the College website <http://www.usc.adelaide.edu.au/local/students/policies/>

SECTION C

UNIVERSITY SENIOR COLLEGE ICLT USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return Section C to the College office
4. Keep the document for future reference.

We understand that University Senior College will:

- Do its best to maintain a safe online environment, by maintaining an effective online safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ICLT equipment/devices at College or at College-related activities, and following the procedures and requirements detailed in Use Agreements
- Keep a copy of this signed Use Agreement form on file
- Respond appropriately to any breaches of the Use Agreements
- Provide members of the College community with information about safe behaviours in an online environment, designed to complement and support the Use Agreement initiative
- Welcome enquiries from students or parents about online safety issues.

Section for student

My responsibilities include:

- Reading this ICLT Use Agreement carefully
- Following the online safety procedures and instructions whenever I use the College's ICLT
- Following the online safety procedures whenever I use privately-owned ICLT on the College site or at any College-related activity, regardless of its location
- Avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the College or other members of the College community
- Taking proper care of College ICLT. I know that if I have been involved in the damage, loss or theft of ICLT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- Keeping this document somewhere safe so I can refer to it in the future.

I have read and understood my responsibilities and agree to abide by this ICLT Use Agreement. I know that if I breach this Use Agreement there may be serious consequences.

Name of student:

Student ID Number:

Signature:

Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- Reading this ICLT Use Agreement carefully and discussing it with my child so we both have a clear understanding of our role in the College's work to maintain a safe online environment.
- Ensuring this Use Agreement is signed by my child and by me, and returned to the College.
- Encouraging my child to follow the online safety procedures and instructions.
- Contacting the College if there is any aspect of this Use Agreement I would like to discuss.

I have read this ICLT Use Agreement document and am aware of the College's initiatives to maintain a safe online learning environment, including my child's responsibilities.

Name of parent:

Signature:

Date:

Please note: This Use Agreement for your child will remain in force as long as he/she is enrolled at USC. If it becomes necessary to add/amend any information or procedure, parents will be advised in writing.

August 30, 2014