



ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES CONSENT FORM



This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Computer and Internet Resources* policy with the student and answer any questions that they may have. Any queries in relation to this material should be directed to **St Columba's Primary School Wilston**.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Computer and Internet Resources* policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Student Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: _____

HOME GROUP/PC CLASS: _____

SIGNATURE: _____

DATE: _____

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to student subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public Internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)

NAME: _____

DATE: _____

SIGNATURE: _____

ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES



Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Columba's Primary School Wilston have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computer that may be taken off the school grounds with permission from the school. **St Columba's Primary School** has specific guidelines relating to the use of notebooks/computers.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **St Columba's Primary School Wilston** technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

2. Students must only access **St Columba's Primary School Wilston** technology resources for schoolwork. **Students must not:**
 - a. buy or sell items or services over the internet;
 - b. access or enter chat rooms;
 - c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
 - d. amend documents created by another student without that student's consent;
 - e. download, install or use unauthorised computer programs;
 - f. deliberately install computer viruses or other malicious programs;
 - g. gain unauthorised access to any system by any means;
 - h. use technology resources to attack or compromise another system or network;
 - i. access or intercept emails sent to other persons.

Confidentiality and cybersafety

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **St Columba's Primary School Wilston** control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. **St Columba's Primary School Wilston** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

Cyberbullying and defamation

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
12. Students must not use another person's name and password to access resources.
13. Students must report a suspected breach of security to a teacher.

Copyright

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use **St Columba's Primary School Wilston** technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

15. A breach of this policy will be taken seriously and may result in disciplinary action.
16. Any known breaches of these Acceptable Use conditions must be reported by **St Columba's Primary School Wilston** to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.
17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

MEDIA CONSENT FORM

Photographic/video/audio/communication consent and release

What is this consent form for?

Brisbane Catholic Education (BCE) administered schools collect digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements; and,
- promotion of an individual school, and/or BCE, and/or our associated entities.

These images are considered “personal information” of students. *The Privacy Act 1988 (Cth)* and the BCE Privacy policy regulates how BCE schools collect, use and disclose the personal information of students and families. BCE’s Privacy policy can be accessed on each school’s website or at <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Media access is managed and supervised by BCE and schools:

- the school and BCE have the right to refuse media access where it would, in the opinion of the Principal and BCE, interfere with the student’s well-being or with the operation of the school;
- media access to BCE facilities is entirely at the discretion of BCE; and,
- media access to students will be managed by representatives of the school and BCE.

BCE schools require informed consent from parents/legal guardians and in some cases students, to use their images. The consent form on the following page outlines various consent permissions.

Who should sign the consent form?

The student’s parents/legal guardians should sign the form, along with the student themselves if age appropriate and certainly if the student is legally an adult (18 years of age or over). This ensures that the student is aware consent has been given or withheld. Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

While the school and BCE will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and sign the authorisation section, BCE will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

You must choose one type of consent from the options listed overleaf.

What happens to the consent form once it is filled out and signed?

The consent form will be placed on the student’s file or record and retained by the school on behalf of BCE. If requested, a copy of the form will be made available to the student and/or the student’s parents/legal guardians. You may, at any time, amend the consent you provide by contacting the school and completing a new form.

Should you require any further information, please contact your school’s Principal.