St Martins Lutheran College
Grow in Christ | Growing the Future

St Martins Drive
Mount Gambier
South Australia 5290
Phone 08 8725 1430
Fax 08 8723 2550
Email office@stmartins.sa.edu.au
ABN 58 872 763 811
www.stmartins.sa.edu.au

Student ICT User Agreement

(Foundation – Year 4)

Aim

This agreement is for students who would like access to the St Martins Lutheran College ICT network and Internet. It outlines what you can and can't do while you are enrolled at St Martins Lutheran College.

Rationale

All students who are using the St Martins Lutheran College ICT network and Internet either via personal devices, or school owned devices are to use that access in accordance with the rules set out in this document. It is expected that at all times the ICT facilities made available will be used responsibly at all times showing care and respect for others.

Scope

This Agreement applies to students of St Martins Lutheran College from Foundation to Year 4, or to persons as approved by Heads of School.

Definitions

In this agreement, the word U*ser* will refer to the student who wishes to use the St Martins Lutheran College ICT network and Internet and the word *account* is a student's login.
The SPAM Act 2003 regulates the sending of commercial electronic messages and prohibits the sending of these messages except in limited circumstances.

Terms and Conditions

1) Users will:

a) receive a class login Foundation to Year 2 and an individual login Year 3 and 4.
b) not tell anyone their password or let anyone use the computer when they have logged on.
c) not try and use another person's account.
d) not look at another person's files unless asked by a teacher or for educational purposes.
e) ensure that the workstation is secured at all times, for example logging out when finished.
f) not illegally download or use copyright material such as games, software, video or images on a St Martins Lutheran College device or network.
g) not install or use software or applications that have not been authorised by St Martins Lutheran College IT Department.
h) not attempt to change configuration files or settings unless specifically authorised to do so.
i) not distribute electronic "chain letters" or materials in breach of the SPAM Act 2003.
j) not use any USB modems, hotspots or similar types of technology, Virtual Private Networks (VPN) or similar software at St Martins Lutheran College.
k) not store any music or video files on St Martins Lutheran College servers unless for educational purposes, e.g. multimedia projects.

2) Users will not look at, store or send transmission, retrievals, storage or display of:

a) Sexually explicit material;
b) Nasty or hurtful messages or pictures;

c) Anything about drugs or violence;
d) Anything that shows others how to hurt someone or break the law; and/or
e) Anything that teases, harasses or puts down anyone.

3) St Martins Lutheran College will:

a) **Monitor** all network use. St Martins Lutheran College has in place strong filters and blocks on our Internet. We will do random checks on students accounts.
b) **Take action** against any user found to break the rules by themselves or with someone else. This will range from temporary or permanent restrictions of the User's account and a letter to parents informing them of the breach. Extreme cases (i.e. accessing pornography) could result in permanent restrictions, suspension or termination of enrolment and a report to SA Police.

4) This agreement is to be sign at the start of every school year.

a) St Martins Lutheran College offers a two week 'grace period' for returning students at the beginning of Term 1 to return their form. If students have not returned their form by the end of the two weeks, their account will be stopped until the form is returned to the IT Department.
b) If a student is new to St Martins Lutheran College, they will not be given access until a form is completed and returned. The 'grace period' does not provide any exemptions.

5) References

Information & Communication Technology Policy (See website)

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Student ICT User Agreement
Access Request Form

Please complete this agreement and return this page only to your class/home group teacher or the IT Department.

Student

I have read the *Student ICT User Agreement* and agree to follow the rules. I understand that if I break any of the rules listed in the Agreement or use the computing facilities in an unacceptable way, appropriate action will be taken.

Student Name: _____

Class/HG: _____

Student Signature: _____

Date: _____

Parent/Guardian

I have read the *Student ICT User Agreement* and discussed it with my child. I understand that if my child breaches any of the conditions listed in the Agreement I will be informed and action will be taken against them. This could range from a temporary to permanent closure of their account.

I take responsibility for supervising my child while he/she uses St Martins web mail from home. I will not send material that is not in accordance with the terms of this agreement to my child's St Martins email address.

Parent/Guardian Signature: _____

Date: _____

IT Office Use Only

Completed: ☐ Yes ☐ No

Name: _____

Signature: _____

Date: _____