



# SACRED HEART COLLEGE HOSTEL LTD

## CYBERSAFETY USE AGREEMENT

**This document is comprised of this cover page and three sections:**

**Section A: Introduction**

**Section B: Cybersafety Rules for Boarders at Sacred Heart College Hostel**

**Section C: Cybersafety Use Agreement Form. (*To be completed and returned with your Application Form*)**

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### Instructions

1. Boarders and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and boarders sign section C and return that page to the Dean of Boarding.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the Dean of Boarding.

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

#### ***Important terms used in this document:***

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technology'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School and Hostel ICT' refers to the Sacred Heart College Hostel's use of Sacred Heart College's computer network, Hostel and College Internet access facilities and computers, and other Hostel and College ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players, PSPs), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with Catholic, Marist and Champagnat school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

## **SECTION A**

### ***INTRODUCTION***

The measures to ensure the cybersafety of Sacred Heart College Hostel outlined in this document are based on our core values particularly those with respect for the dignity of the individual and of others. They presuppose a spirit of openness and trust between Hostel staff and boarders and between boarders themselves and aim to ensure boarders use ICT wisely and for good.

The College's computer network, the Hostel's and College's Internet access facilities and computers and other Hostel and College ICT equipment/devices bring great benefits to the teaching and learning programmes at Sacred Heart College and to the effective operation of the Hostel and College environment.

The Hostel and College has rigorous cybersafety practices in place, which include cybersafety use agreements for all Hostel and College staff and students.

The overall goal of the Hostel in this matter is to create and maintain a cybersafety culture which is in keeping with the Hostel's values, as stated above, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the Hostel and College environment.

All boarders will be issued with a use agreement and once signed consent has been returned to the Hostel, with the permission of the Dean of Boarding, boarders will be able to use Hostel and College ICT equipment/devices. In the case of Year 12 and 13 boarders, with parental and Hostel consent they will be able to use private ICT equipment/devices which may be connected to the internet.

The College's computer network, the Hostel's and College's Internet access facilities and computers and other Hostel and College ICT equipment/devices are for educational purposes appropriate to the Hostel and College environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the College, and used on *or* off the Hostel or College site.

## **SECTION B**

### ***RULES TO HELP KEEP SACRED HEART COLLEGE BOARDERS CYBERSAFE***

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules*

1. I cannot use Hostel or College ICT equipment until my parent and I have read and signed my use agreement form (see Section C) and returned it to the Dean of Boarding who approves my use.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While in the Hostel or at school or a Hostel or school-related activity, I will not have any involvement with any ICT material or activity which is harmful or hurtful to others or might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the Hostel or College or the Hostel or College itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the Hostel or school day.
7. I understand that I can only use the Internet at the Hostel when a supervisor gives permission.
8. While at the Hostel or College, I will not:
  - Store, access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people

- Make any attempt to get around or bypass security, monitoring and filtering that is in place on the College network.

9. If I accidentally access inappropriate material, I will:

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| <ol style="list-style-type: none"> <li>1. Not show others</li> <li>2. Turn off the screen or minimise the window and</li> <li>3. Report the incident to a staff member immediately.</li> </ol> |
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10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a staff member. This makes sure the Hostel and College complies 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 rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to the Hostel or College or a Hostel or College-related activity. Any images or material on such equipment/devices must be appropriate to the Hostel or College environment.

12. I understand that these rules apply to privately owned ICT equipment used inside the hostel but not necessarily connected to the College's network.

13. I understand that Year 12 and Year 13 boarders may bring privately owned ICT equipment/devices into the Hostel but not necessarily connected to the College's network. I recognise these will require the written permission of one of my parents/guardian and must be approved before use by the Dean of Boarding.

14. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on Hostel or College ICT without a teacher's permission. This includes all wireless technologies.

15. I will ask a staff member's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

16. I will respect all ICT systems in use at the Hostel and College and treat all ICT equipment/devices with care. This includes:

- Not intentionally disrupting the smooth running of any Hostel or College ICT systems
- Not attempting to hack or gain unauthorised access to any system
- Following all Hostel and College cybersafety rules, and not joining in if other boarders or students choose to be irresponsible with ICT
- Reporting any breakages/damage to a staff member.

17. I understand that the Hostel or College may monitor traffic and material sent and received using the College's ICT network. The Hostel or College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

18. I understand that the Hostel or College may audit the Sacred Heart College computer network, Hostel and College Internet access facilities and computers and other Hostel and College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email. This includes privately owned ICT used within the Hostel.

19. I understand that if I break these rules, the Hostel or College may inform my parent(s). In serious cases the Hostel and/or College may take disciplinary action against me which could involve temporary or permanent loss of access to ICT in the Hostel and/or College. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the Hostel or College to inform the police.

**SECTION C – Please complete this Section and return with your Application Form**  
**SACRED HEART COLLEGE HOSTEL LTD**  
**CYBERSAFETY USE AGREEMENT FORM**

**To the boarder 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. **Return this form to the Dean of Boarding**
4. **Keep the document for future reference, including the duplicate copy of this form.**

**We understand that Sacred Heart College will:**

- Do its best to keep the Hostel cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or Hostel or College ICT equipment/devices at the Hostel or College or at Hostel or College-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep this signed use agreement form on file and provide a copy for our son
- Respond appropriately to any breaches of the use agreements
- Provide members of the boarding school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from boarders or parents about cybersafety issues.

**SECTION FOR BOARDER**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the Hostel's or College's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT in the Hostel or on the school site or at any Hostel or College-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the Hostel or College or other members of the Hostel or College communities.
- I will take proper care of Hostel and College ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep a copy of this document somewhere safe so I can refer to it in the future
- I will ask the Dean of Boarding if I am not sure about anything to do with this agreement.

**I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I understand that Sacred Heart College Hostel staff are trusting me to use ICT equipment wisely and for good and know that if I breach this use agreement there may be serious consequences.**

**Name of boarder:** ..... **Year level:** .....

**Year 9 – 11 only:**

***I understand that as a Year 9-11 boarder, I may not use devices connecting to the internet.***

**Year 12 – 13 only:**

***I understand that if I bring any private devices which are connectable to the internet to use in the hostel, I must first have the written consent of a parent and then the approval of the Dean of Boarding prior to using it in the hostel.***

**Signature:** ..... **Date:** .....

**SECTION FOR PARENT/LEGAL GUARDIAN/CAREGIVER**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully and discuss it with my son so we both have a clear understanding of their role in the Hostel’s work to maintain a cybersafe environment
- I will ensure this use agreement is signed by him and by me, and returned to the Dean of Boarding
- I will encourage my son to follow the cybersafety rules and instructions outlined
- I will contact the Dean of Boarding if there is any aspect of this use agreement I would like to discuss.

**I have read this cybersafety use agreement document and am aware of the Hostel’s initiatives to maintain a cybersafe learning environment, including my son’s responsibilities and the trust they are placing him in for wise and good use of ICT technology.**

**Name of parent:** .....

***For parents of Year 9-11: I am aware that my son as a Year 9-11 boarder may not use devices connecting to the internet.***

**Signature:** ..... **Date:** .....

**For parents of Year 12-13:**

***Please strike out the statement which does not apply:***

***I GIVE permission for my son to bring in for his use only, a privately owned ICT device which, if approved by the Dean of Boarding may be connected to the internet. It will not be used before approval is gained. I am aware of the potential risks and implications of bringing these into the hostel environment and I have discussed this with him.***

***I DO NOT GIVE permission for my son to bring a privately owned ICT device for connection to the Hostel***

**Signature:** ..... **Date:** .....

**Please note: This agreement remains in force as long as he is a boarder. If it becomes necessary to add/amend any information or rule, parents will be advised in writing and a new agreement signed.**