

## **INFORMATION AND LEARNING TECHNOLOGY - ACCEPTABLE USE POLICY**

### **RATIONALE:**

MLC provides Information and Learning Technologies (ILT) which includes hardware, software, communication, human resource services, and training and support for all members of the College Community, to deliver an excellent 21st Century education.

### **AIM:**

The aim and purpose of the College network and Mobile Devices is educational, to support schoolwork and research.

### **USAGE:**

All users are responsible for legal, financial and other obligations resulting from their use of any ILT services.

The College requires that only appropriate and legally acquired software is installed or downloaded onto computers or mobile devices that are provided for use by students and staff.

Users should be conservative with network downloads and only download data associated with their work at the College.

College staff may check a computer, any storage devices, any mobile device, internet usage logs, email and other communication mediums at any time to ensure the spirit and intent of this agreement is upheld.

The College may at any time terminate, suspend or limit network access, Internet access or email if a breach of this agreement is determined.

All reasonable care must be taken when using, transporting and storing College ILT resources.

Users must report any malfunctions or damage to any ILT resource to a member of the ILT team.

Staff and families are required to cover the cost of repair to a device where damage is deemed beyond 'normal wear and tear' as defined in the MLC Devices Handbook which can be found on the College Intranet.

In the case of damage to an ILT resource beyond 'normal wear and tear', payment of insurance excess or the replacement of the full cost of the item may be required as is determined by the College.

Mobile devices are to be used at a teacher's discretion at the College or on school organised activities.

### **DIGITAL CITIZENSHIP:**

Access to the College network including Internet access, email and printing, is a privilege and continued use depends on respect for College policies and care of the equipment. In accordance, all users are reminded that:

1. At no time should any user represent himself or herself as someone else.
2. Communication between students, staff and parents should be conducted via College provided services (College email, MLC Portal).
3. Online communication must be courteous and respect the privacy and dignity of others.
4. Users will only access suitable, inoffensive and legal material.
5. Users will at all times respect the privacy and intellectual property of MLC Community members and MLC resources.
6. Video and photographs may only be taken or distributed with the express permission of the subject.
7. Inappropriate use of the network, Internet, email or other communication mediums including social networking sites, may result in disciplinary action.

**ACCEPTABLE USE AGREEMENT:**

Please read this document carefully to check that you understand your responsibilities under this agreement.

Please sign and return this Acceptable Use Agreement.

I/We understand that Methodist Ladies' College will:

- Do its best to keep the College safe, by maintaining an effective Cyber-safety Programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ILT equipment/devices at the College, and enforcing the requirements detailed in this agreement.
- Keep a copy of this Acceptable Use Agreement signed on file.
- Respond appropriately to any breaches of this Acceptable Use Agreement.
- Provide members of the College Community with education designed to complement and support the use of ILT resources.
- Welcome enquiries from students, parents and staff about ILT issues.

My responsibilities:

- I have read this agreement carefully.
- I will follow the intent of this agreement whenever I use the ILT resources regardless of location or ownership of the device/service.
- 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 College or other members of the College Community.
- I will take proper care of College ILT resources. I know that if I have been involved in the damage, loss or theft of ILT equipment/devices, I/my family may have responsibility for the cost of repairs or replacement.
- I will abide by the spirit/intent of this agreement.
- I will ask a member of the ILT team 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 Acceptable Use Agreement.

Name.....

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

**SECTION FOR PARENT/LEGAL GUARDIAN where the student is under 18 years of age**

My responsibilities:

- I have read this Acceptable Use Agreement carefully and discussed it with my daughter so we both have a clear understanding of our roles in the College's work to maintain a safe learning environment both at school and at home.
- I will ensure this agreement is signed by my daughter and by me, and returned to the College.
- I will work in partnership with the College to ensure my daughter fulfills the aims and objectives of this agreement.
- I will contact the College if there is any aspect of this Acceptable Use Agreement I would like to discuss.

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

Name of parent:.....

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

PLEASE NOTE: This agreement for your daughter will remain in place as long as she is enrolled at this College. The current version of this document is available online.