



Pittwater House

Years 5-12: Information Technology Acceptable Conduct and Use Agreement

Please sign and return this form indicating you have read and discussed this agreement with your child.

Please return this document before student commences

Pittwater House provides many technology tools and resources to support student learning. This agreement covers the guidelines for proper use. Students are expected to use technology in ways that are safe, productive, responsible and respectful.

In accepting this agreement, students and parents acknowledge the following rules and conditions:

As a Pittwater House student, I understand that my school network, school software and school email accounts are owned by the School and are not private. Pittwater House has the right to access my information at any time. I also understand that a teacher, as part of their classroom management, may request that I show them the applications I am using and that I am aware that an overview of my classroom technology tasks and internet traffic are monitored.

The following guidelines encompass government laws, online safety, netiquette, and TPHS rules and behaviours.

Being a Productive Digital Citizen

1. I will be a responsible, respectful technology user and use these tools for approved learning and communication activities. I will check with a teacher or my parents if I am unsure about whether a particular website, program, game or other computer use is safe and responsible.
2. I will not copy, sell, or distribute any copyrighted software, images, songs, videos, files or other media without written permission from the author.
3. I will not copy and paste another person's writing, images, music, videos or other media and submit it as my work. I understand that it is stealing another person's work and is called plagiarism. I will use my own words and give credit to the owner/author for any work I include as part of my projects or papers.
4. I will use personal cloud storage drives, network folders, mobile devices and other storage devices to back up my files. When submitting my device for repair I will ensure that my files are backed up and that any private information is secured.

Being a Safe Digital Citizen

5. I am aware of the public nature of the Internet and will not reveal personal details in any communication.
6. I understand it is my responsibility to back up all vital works such as assessments, HSC tasks etc., to other media e.g. memory vault, external Hard Drive or USB Solid State Drive.
7. I understand that I am a representative of Pittwater House in all my online activities and that my behaviour should be respectful in all ways towards myself, fellow students, teachers, and my school.

8. I will never give out personal information such as my name, address, phone number, or school name through any Internet access, including email. I understand that it could put me at risk.
9. I understand that passwords are private information. I will not share my password or allow someone else to use my password or accounts, nor will I use theirs. I agree that I will change my passwords regularly and when asked to help maintain the security of my online accounts.
10. I will comply with the School's requirements for cybersafe management software on all my devices.

Being a respectful digital citizen

11. I will not tamper with, or damage any technology resources supplied by Pittwater House, including attempting to bypass technology management tools or attempt to access information that I am not entitled to. I will not intentionally interfere with the normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic, which substantially hinders others in their use of the network.
12. I understand that uploading, downloading or otherwise transmitting large files or commercial software or copyright material in violation of its copyright is prohibited.
13. I acknowledge and understand that the School reserves the right to report any illegal activities to the appropriate authorities.
14. I accept and understand that the School reserves the right to access and view personal electronic devices when inappropriate use is determined to have occurred on these devices and this affects the school community. It also reserves the right to delete any inappropriate material.
15. I will use all online communications politely and responsibly. I will not use computers, mobile phones, personal digital devices or the Internet to send or post hate or harassing mail or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other hurtful behaviours either at school or at home. I understand that online spaces such as blogs and wikis are to be treated as classroom spaces.
16. I will not take photographs of students or teachers without their permission. Nor will I distribute electronically photographs of other students that are in my possession.
17. I will abide by the Schools' AI Policy which is published in the Student Handbook and in the Years 7-12 Assessment Booklets.

Consequences for Violation of this Agreement

The Principal or an appointed delegate will decide what conduct is considered to be inappropriate, and consequences may range from loss of computer privileges to suspension or expulsion from Pittwater House. The Principal (or their appointed delegate) will consider each incident and determine the appropriate punishment, and their decision is final.

I understand and will follow all the rules of this Acceptable Use Agreement.

Student Name: _____ *(please print)*

Student Signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of this Student, I have read and discussed this Acceptable Use Agreement with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Pittwater House, and that Student use for any other purpose is inappropriate. I recognise it is impossible for Pittwater House to restrict access to all controversial materials. I understand that children's computer activities at home should be supervised, as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at Pittwater House, including web or Internet based services provided by other companies or institutions which have been approved by Pittwater House for Student use. I understand that Pittwater House will take reasonable measures to protect the identity of my child.

Parent or Guardian's Name: _____ *(please print)*

Parent or Guardian's Signature: _____ Date: _____