

## Student Acceptable Use Agreement (AUA)

### Purpose

All users of digital information services are required to behave in a lawful, ethical, appropriate and responsible manner by:

- employing all reasonable efforts to protect Department for Education owned and personal computing devices that contain Department for Education information from physical theft, damage or unauthorised access
- employing all reasonable efforts to protect the confidentiality of their user credentials and active login sessions
- complying with Department for Education and Mount Gambier High School ICT Policies & Standards.

### Procedures

#### Accountability

Users are responsible for all activities originating from their Department for Education and Mount Gambier High School provided accounts (e.g. LearnLink, student ID and EDID etc.).

- Do not share your account passwords and/or school issued ICT equipment with any other user.
- Report any suspected misuse of Department for Education resources to the ICT Department.
- Ensure sensitive information is only shared using secure methods of transmission.
- Costs associated with repairs or replacement of Information and Communication Technology (ICT) equipment will be borne by the signing parent/s and/or caregiver/s. Signing and returning this form constitutes a commitment to pay if there are costs associated with repairs or replacement of equipment.

#### Unlawful, unethical, inappropriate or irresponsible activities

- Comply with the terms and conditions of any licensed third-party software.
- Do not copy, download, store or transmit material that infringes copyright, including music files, movie/video files and/or software.
- Do not access any illegal or inappropriate online content or business activity.
- Do not create or transmit material/messages intended to offend, vilify, harass, discriminate and/or defame.
- Do not attempt to gain unauthorised access to any Department for Education systems or use Department for Education resources to gain unauthorised access to other systems.
- Do not attempt to subvert any security feature on Department for Education systems.
- Unlawful or inappropriate use will be followed up accordingly.

#### Monitoring of usage

- Be aware that all internet and digital information service usage is automatically filtered, recorded and monitored.
- Be aware that all electronic communications using Department for Education email/messaging systems are recorded.
- The school reserves the right to determine which content is appropriate.

#### Email usage

- Do not open any email attachment or hyperlink that is suspicious or from untrusted or unknown sources.
- Do not send junk email, for-profit messages, chain mail and/or unsolicited commercial emails.

## Office 365

- The LearnLink Office 365 Service, including Office 365 Pro Plus is only to be used in relation to curriculum objectives, and will not be used to store sensitive or personal information.
- Important information in additional LearnLink Office 365 Service(s) should be backed up.
- Sensitive information should not be stored or used in conjunction with the Office 365 Service.
- Users of the LearnLink Office 365 Service are responsible for the information / data in their Office 365 account, including OneDrive, OneNote and email.

For further information see: LearnLink Office 365 – Parent or Guardian Information Letter  
[http://mghs.sa.edu.au/uploads/info\\_parent\\_or\\_guardian\\_office\\_365\\_information\\_letter.pdf](http://mghs.sa.edu.au/uploads/info_parent_or_guardian_office_365_information_letter.pdf)

## Data Loss & Liability

Mount Gambier High School accept no liability for the loss of user generated data, it is the student's sole responsibility to maintain a backup of data, software and programs.

## Ownership

The laptop and accessories remain the property of the South Australian Minister for Education. Upon dis-enrolling from Mount Gambier High School all school owned equipment e.g. laptop, laptop accessories and books/textbooks must be returned to the ICT Department or CLC Team.

## Personal use of Department for Education resources

Use Department for Education resources for personal use only if it does not:

- interfere with normal IT operations
- interfere with the use or access of other users
- damage the reputation or operations of the Department for Education, and/or
- impose additional costs on the Department for Education.

## Safety

- Chargers are to remain at home and are not to be brought to school as they pose a Health and Safety Risk.
- Repairs and maintenance of Department for Education owned and/or issued ICT equipment, are to be performed only by the ICT Department.
- Report any material believed to be inappropriate or malicious.

Signature		
I have read and understood this Acceptable Use Agreement (AUA) and I will always observe and be bound by its conditions.		
Student Name	Signature	Date
		/ /
Parent/s and/or Caregiver/s Name	Signature	Date
		/ /
		/ /