ACCEPTABLE USE AGREEMENT
FOR SENIOR SCHOOL STUDENTS

This document is comprised of this cover page and five sections:

Section A: Introduction
Section B: Student Conditions of Use for ILT
Section C: Students Using Their Own Devices
Section D: ILT Acceptable Use Agreement Form
Section E: Approved Device List

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully with each other.
2. Both student and parent must sign the document and return to the Head of e-Learning via Mentor and Head of House.
4. If you have any questions about this agreement please contact the Head of e-Learning.

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

Important terms used in this document:
(a) The abbreviation ‘ILT’ in this document refers to the term ‘Information and Learning Technologies’
(b) ‘Cybersafety’ refers to the safe and appropriate use of the internet and ILT equipment/devices, including mobile phones
(c) ‘School ILT’ refers to the School’s computer network, internet access facilities, computers, and other School ILT equipment/devices as outlined in (d) below
(d) Anittel is an ILT service provider who Guildford Grammar School uses to provide the service and delivery of all ILT services.
(e) The term ‘ILT 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, iPods, i-Touches, MP3 players), 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.
(f) ‘Inappropriate’ in this agreement means content that deals with matters such as sex, cruelty, bullying, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a School environment. This is intended to be inclusive of the definition of ‘objectionable’ used in the Films, Videos and Publications Classification Act 1993.
(g) ‘Sexting’ is an amalgam of the words “sex” and “text” and refers to the electronic communication of images or videos of a sexual or pornographic nature and is an offence under the revised Commonwealth Communications Act.
Guildford Grammar School is an Anglican School and as such, has a moral responsibility to it’s staff, students and parents to maintain a safe physical and emotional educational environment in both an online and offline capacity. This includes the use of the Internet and Information Learning Technologies (ILT) and a number of related cybersafety issues.

The School trusts that through ongoing programs of education and surveillance it can ensure its facilities will be used only for appropriate and agreed purposes. In the case of blatant and successive disregard for these moral and legal requirements, the School may choose to invoke the sanction of exclusion and/or police involvement.

The measures to ensure the cybersafety of the members of the Guildford Grammar School community outlined in this document are based on our core values of respect, honesty, integrity, responsibility, compassion, spiritual growth, and citizenship.

The School’s ILT network, including internet access facilities, computers and other School ILT equipment/devices bring great benefits to the teaching and learning programs at Guildford Grammar School, and to the effective operation of the School.

Our School has rigorous cybersafety practices in place, which include signed Acceptable Use Agreements for all School staff and students. This includes approval stickers for all student owned devices.

The overall goal of the School in regards to the use of ILT is to create and maintain a cybersafety culture which is in keeping with the values of the School’s legislative and professional obligations.

‘Go for IT’ is an OPTIONAL program where students may bring their own device to school, which satisfies the criteria for an approved device. The purpose of this program is for students to have a device which compliments the ILT’s available at Guildford Grammar School.

This Acceptable Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the School environment. The entire School population has the undeniable right to work in a safe and respectful environment.

All families will be issued with a user agreement, once accepted, students will be able to use the School ILT equipment/devices or log their own device onto the Guildford Grammar School wireless network.

The School’s computer network, internet facilities, computers and other School ILT equipment/devices are for educational purposes appropriate to the School environment. This applies whether the ILT equipment is owned or leased either partially or wholly by the School, and used on or off the School site. This by no means ignores the current role of social networking as a modern mode of communication and this aspect of ILT use will form an essential push for students to be educated and made aware of the advantages and disadvantages of its use. However, during the interim period, social media sites will not be accessible during the academic day unless a staff member authorises its use as part of a teaching and learning experience. This would need prior approval by the Head of e-Learning.

Parents who supply their child with an appropriate and approved device with the intention of it being used at school to support the teaching and learning process, do so with the acceptance that the device is totally covered by the Guildford Grammar School filtering and security regulations as is applied to all devices owned by Guildford Grammar School. Hence, it must not contain any objectionable, inappropriate or illegal content. It may contain non-educational programs (eg. games), but must not be used at any stage throughout the academic day for purposes other than those directly related to learning.

Any student who intends to use a device which is 3G/4G enabled, must ensure that this capability is switched off for the duration of the academic day. This is a condition of use for this device.
As a safe and responsible user of ILT I will help keep myself and other people safe by following these rules

1. Once my parent(s) and I have read and consented to my ILT Acceptable Use Agreement, I will be permitted to use my personal device at School (see Section D).

2. I understand that I have been issued with my own user ID and I will log on only with that user ID. I will not allow anyone else to use my user ID. I will be held responsible for the actions of another person using my ID.

3. I will keep my password secure by ensuring that I do not intentionally or unintentionally reveal it to anyone. If I suspect that my password has become available to anyone, I will immediately change it and seek assistance from ILT Support or the Head of e-Learning. I will change my password every term to ensure that it is secure and will ensure that it contains a combination of lower case letters, upper case letters, digits and symbols.

4. While at school or on a school-related activity, I will not have any involvement with any ILT material or activity which might cause harm to myself or anyone else (e.g. bullying or harassing). I will immediately (or as soon as possible) alert a staff member if I witness others engaging in such activity.

5. I understand that I must not at any time use ILT to upset, offend, harass, threaten or in any way cause harm to another person, even if it’s meant as a joke.

6. I understand that the rules in this use agreement also apply to mobile phones. I will not use my mobile phone to disrupt school routines, interfere with the rights of others or to interrupt others. My mobile phone will always be on my desk with the screen facing upwards. Failure to comply will result in confiscation. Phones can be collected from the Senior School or Preparatory School Administration, and second time offenders will be required to have their mobile phones collected by their parents.

7. I am aware that ‘Sexting’ is against the law and will not allow sexual or pornographic images or videos to be on my personal device/s and will not transfer or communicate any images that I receive from other sources. In the event that I do receive images of this nature, I will advise the Head of e-Learning or Head of Senior School immediately.

8. I will ensure that I do not participate in any form of ‘cyberbullying’ using any form of social or communication media. If I become involved or witness this form of behaviour I will inform the Head of e-Learning or the Head of Senior School immediately.

9. While at School, I will not:
   - Access, or attempt to access, inappropriate, or age restricted material.
   - Download, save or distribute such material by copying, storing, printing or showing it to other people, including anything brought on a storage device.
   - Make any attempt to bypass security, monitoring and filtering that is in place at school.
   - Upload to ANY student accessible network drive including the ‘O’ drive except My Documents folder, without staff approval.
   - Access or attempt to access any part of the School’s network that I am not authorised to access.

8. If I accidentally access inappropriate material, I will:
   - Not show others
   - Immediately turn off the screen or close the window and
   - Immediately report the incident to a teacher or ILT Support.

9. I understand that I must not download any files such as videos, games or programs without permission from a staff member. This makes sure the School complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under the law.

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10. I understand that these rules apply to any privately owned ILT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

11. I will not connect any privately owned device, containing any form of program, to Guildford Grammar School ILT without an approval sticker attached. This includes all wireless technologies.

12. I will ensure that my iOS device (iPad and iPhone) and Android device will have the Worx Home by Citrix App installed for the entire year.

13. I will not post any personal and/or identifying information including photos of another person without first obtaining their permission (this includes all members of the Guildford Grammar School community). Taking photographs or video footage with mobile phones is not allowed.

14. I will respect all ILT systems in use at School and treat all ILT equipment/devices with care. This includes:
   - Not intentionally disrupting the smooth running of any School ILT systems.
   - Not attempting to hack or gain unauthorised access to any system.
   - Following all ILT Acceptable Use Agreement rules, and not joining in if other students choose to be irresponsible with ILT.
   - Immediately reporting any breakages/damage to a staff member.
   - I will not damage any Guildford Grammar School ILT equipment in any way.

15. I understand that Guildford Grammar School will monitor traffic and material sent and received using the Guildford Grammar School's ILT network. Guildford Grammar School uses filtering and/or monitoring software to restrict access to certain sites and data, including email.

16. As appropriate, Guildford Grammar School reserves the right to charge students for printing of documents.

17. I understand that the School does audit it's computer network, internet access facilities, computers and other Guildford Grammar School ILT equipment/devices. Auditing of these items may include any stored content, and all aspects of their use, including email. Any privately owned ILT equipment/devices used at school, or on a school activity, may be audited if there is any suspicion of inappropriate materials contained there on.

I understand that if I break these rules, Guildford Grammar School may inform my parent(s)/guardian(s) and/or Police as appropriate. In serious cases, the School will take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, the School will inform my parents prior to possibly informing the Police. If I knowingly use my own device on the 3G or 4G network, I acknowledge that I relinquish all rights to use that device at school.

Breach of these rules will be dealt with through a range of consequences from confiscation of equipment, blocking access to the Guildford Grammar School network, suspension, expulsion and/or Police involvement.
Students are permitted to bring their own device, selected from an approved range specific to the subject needs of Guildford Grammar School students (see Section E).

Guildford Grammar School, in conjunction with Anittel, will make available, a selection of approved devices which parents may purchase, at their cost. The cost of all software and applications will be met by the parent and must meet the basic requirements for the ‘Go for IT’ program.

Prior to a student using the device at school, he/she must:

- Have a current **ILT Acceptable Use Agreement**, signed by both the student and the parent/guardian.
- Install the Worx Home by Citrix App on all iOS and Android devices. This is not required on MacBooks or Laptops.
- Take the device for inspection and to have an approval sticker attached to the inside cover of the Student Diary (under the transparent outer cover). This sticker will advise staff of the capabilities of the device. eg. 3G/4G.

**ILT staff will ensure that the device has adequate compatibility with the Guildford Grammar School network and educational requirements and that it has adequate virus protection.**

All damage and maintenance requirements for these devices purchased through Anittel will be met by parents but will be managed by Anittel. The device will be serviced/repaired by the purchasing company at the full expense of parents. Where possible, an appropriate device will be made available to the student to ensure seamless and continued use of technology.

It is the sole and total responsibility of every student to ensure that they adequately store and back up all important data to the Guildford Grammar School network where possible, or else to an alternative. eg. cloud storage.

Once permission is granted, the device must only ever be connected to the Guildford Grammar School wireless network and not 3G or 4G networks during school hours.
SECTION D
ILT ACCEPTABLE USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. Read Sections A, B and C of this agreement carefully to check that you understand your responsibilities under this agreement.

2. This is an annual requirement and students must complete this form every year and have their device/s inspected again. If a parent purchases a new device for their son during the year, the agreement must be updated and the device inspected.


4. Once both the student and parent have accepted the Acceptable Use Agreement Form, the student’s access to the Guildford Grammar School network will be granted.

5. Bring this document to the Senior School Reception, Headmasters Reception or Head of e-Learning where the device will be inspected and approved/declined.

6. If approved, the student will be issued with a sticker similar to the one below, which must be placed inside the transparent cover of the Student Diary and must be available every period for staff to view.

7. At the same time, you will be required to show that you have installed the GGS Security Client. eg. Worx Home by Citrix. Please be aware that this client is only used for you to log onto the GGS network and is not used to monitor the use of your device at home. As of 2014, if you do not have this App installed, you will be unable to join the GGS WiFi network.

8. You will then be ready to join the Guildford Grammar School WiFi network.

![Example Sticker Only]


Minimum Specifications:  
All devices  
- Maximum of 3 years old  
- Current on-site warranty/Apple care  
- Insurance  
- Virus protection software  
- Headphones  
- Protective case  
- Adequate back up strategy (Cloud storage or USB hard drive and GGS network)

Android devices will not be supported.

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<th>Minimum Specifications for Approved Device</th>
<th>Optional Extras</th>
<th>Recommended for</th>
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| **Apple iPad or iPad Mini (preferably iPad 2 and above):**  
  iOS 6  
  WiFi only  
  Minimum 32 Gb | Stylus  
  Bluetooth keyboard | Any students |
| **Tablet/Slate:**  
  OS: Windows 7/8 (Professional)  
  Memory: 2Gb  
  CPU: Not ARM  
  WiFi | Stylus  
  Bluetooth keyboard and mouse | Any students |
| **Preferred brands: Samsung Slate** | | |
| **MacBook Pro or MacBook Air**  
  Operating System: OSX 10.5  
  Memory: 2Gb  
  CPU: 64-bit Intel  
  HDD: 120 Gb | | Music and Media students |
| **PC Notebook or PC Tablet**  
  Operating System: Windows 7/8 (Professional)  
  Memory: 2 Gb  
  CPU: 64-bit Intel Core2Duo or AMD AthlonX2 (Intel is preferred)  
  HDD: 120 Gb | | Not essential but useful for Engineering, Design and Technology students |
| **Preferred brands: Dell, HP, Lenovo, Toshiba** | | |

**Music, Media, Design and Technology Specific Requirements**  
Discrete Graphics  
Larger HDD (SSD recommended)  
Increased memory  
64-bit OS  
Minimum Intel i5/AMD Phenom II X4 processor.

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ILT ACCEPTABLE USE AGREEMENT
FOR SENIOR SCHOOL STUDENTS

I have read the Guildford Grammar School Acceptable Use Agreement for the use of ILT, including parent owned devices and have a full understanding of the acceptable use and consequences relating to the misuse of ILT devices.

I will ensure I fully adhere to all of the requirements for continued use of ILT at Guildford Grammar School. In addition, I am aware that failure to adhere to these requirements will result in loss of the right to use parent owned/purchased devices, other sanctions or involvement of parents depending upon the severity of the misdemeanour.

**Student Responsibilities include:**

- I will read carefully, discuss and sign this “ILT Acceptable Use Agreement” with my parents.
- I will follow the “ILT Acceptable Use Agreement” rules and instructions whenever I use the School's ILT.
- I will also follow the “ILT Acceptable Use Agreement” whenever I use my own device/s on the School site or at any School-related activity, regardless of it’s 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 School or other members of the School community.
- I will take care of School ILT and will immediately report any damage I discover to my teacher. I know that if I have been involved in the damage, loss or theft of ILT equipment/devices, my parent/guardian may be held responsible for the cost of repairs or replacement.
- I will retain this document so that I can refer to it in the future.
- I will ask my Head of House, Mentor or Head of e-Learning if I am not sure about anything to do with this agreement.
- I will not engage in any actions that will or may have a negative impact, including damage to their reputation, of any member of the Guildford Grammar School community whilst using any form of ILT, whether at school or not. This includes all forms of bullying.
- I will ensure that any device I bring to Guildford Grammar School is approved by ILT Support and has a current permission sticker attached to the front cover (inside transparent protective cover) of my diary and the Home Worx by Citrix App installed. (iOS and Android)
- Throughout the academic day, my device and/or smart phone will be on the desk, screen open.
- If I possess a 3G or 4G iPad, slate, or dongle enabled laptop, this capability will be disabled for the duration of the academic day.
- If I possess a 3G or 4G enabled smart phone, I will not access the data capabilities of that device for the duration of the academic day.
- Under no circumstances are games (or watching videos about games or any other non-school related use) to be played on Guildford Grammar School premises except under the direct permission of staff for specific reasons. eg. Students who are creating games.

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Parent/legal guardian/caregiver Responsibilities include:

- I have read this “ILT Acceptable Use Agreement” carefully and discussed it with my child so we both have a clear understanding of our critical role in ensuring that Guildford Grammar School continues to provide a cybersafe environment.
- I will ensure this agreement is signed by my child and by me, and returned to the School.
- I will encourage my child to adhere to the “ILT Acceptable Use Agreement”.
- I will contact the Head of e-Learning if there is any aspect of this use agreement I would like to discuss.

Please note: This agreement will remain in force for the remainder of the current calendar year. Annual acceptance of the “ILT Acceptable Use Agreement” Form will be required. If it becomes necessary to add/amend any information or rule, parents and students will be advised in writing.

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<tr>
<td>Mentor</td>
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<td>Head of House</td>
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<td>Device</td>
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<th>Parent/Guardian Name</th>
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<td>Student Signature</td>
<td>Parent/Guardian Signature</td>
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GGS Staff to Complete

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<th>Device Inspected</th>
<th>Worx Home by Citrix App</th>
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