



**St Leonard's College**

An education for life.

# Agreed Standards for Student Use of Technology

**Please read below carefully to check that you understand the expected standards for the use of technology which are required at St Leonard's College.**

## **1 If I have my own user name: for College systems and my personal device**

I will only log on with that user name. I will not give permission to anyone else to access my user name. At the end of each session, I will log off to maintain security.

## **2 I will keep my password private**

for College systems and my personal device.

## **3 While involved in a College activity**

I will inform the teacher of any technology-related issue that arises which might put me or anyone else at risk (e.g. bullying or harassment).

## **4 I will only use technology for positive purposes**

and not be unkind, rude or offensive, or to bully, harass, or in any way harm anyone in the College community, or the College itself.

## **5 My mobile phone must be invisible and silent**

whilst at school, and at school events.

## **6 I will use Artificial Intelligence (AI) safely and ethically**

including built-in AI suggestions already embedded in common Apps such as Microsoft Word, including:

- Not claiming ideas from AI as my own;
- Not using AI to replace my own learning and do work set for me by my teacher;
- Following the Levels of AI guidelines as clearly set out on STL Link and being aware of the consequences of inappropriate use of AI as set out in the Academic Integrity and Plagiarism policy.

## **7 While at the College, I will:**

- Only access, attempt to access, download, save and/or distribute age-appropriate and relevant material;
- Not attempt to circumvent security, monitoring and filtering that is in place at the College;
- Not use or download any software (like VPNs) that deliberately try to avoid College systems.

## **8 If I accidentally access inappropriate material**

I will:

- Not show others;
- Turn off the screen or minimise the window;
- Report the incident to a teacher immediately.

## **9 To ensure my compliance with copyright laws**

I will only download or copy files such as music, videos, games or programs with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I understand that I may be personally liable under this law. This includes downloading files such as music, videos, games and programs or using proxy sites or virtual private networks (VPNs) to bypass a firewall.

## **10 I understand that any of my privately-owned devices**

which I bring to the College or use for a College-related activity, are also covered by this agreement. Any images or material on such equipment/devices must be appropriate to a school environment.

## **11 I will be mindful of personal safety**

and avoid where practical putting personal information and school identifying information online. Personal identifying information includes any of the following:

- My full name;
- My address;
- My school;
- My email address;
- My phone numbers;
- Photos and videos of the school environment or school events;
- Photos and videos of me and/or people close to me.

## **12 I will seek permission from others**

before filming, photographing and/or uploading any identifying information, videos or images regarding them.

## **13 If I create a space, on a public social network**

for a College-related activity I will endeavour to meet the College's expectations outlined in the document: Social Media Student Led Page Guidelines to ensure it cannot be taken to be an official College presence online.

## **14 I will respect all College-owned technology**

and will treat College equipment with care. This includes:

- Not intentionally disrupting the smooth running of any College systems;
- Not attempting to gain unauthorised access to any system;
- following all College strategies which promote safe use of technology and not joining in if other students choose to use technology irresponsibly;
- Reporting any breakages/damage to a staff member.

## **15 I understand the following:**

- a. The College may monitor traffic and material sent and received using its network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- b. The College may view and audit the use of its computer network (including messaging systems, OneDrive and email), computers and other College-owned 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.
- c. If I do not follow these agreed standards, the College may inform my parents/legal guardian. In serious cases, the College will take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved it may be necessary for the College to inform the police and securely hold personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.