



# Guildford Grammar School

FOUNDED 1896

## 'Go for IT' Agreement - 2018

"Go Forward with IT"

### FOR STUDENTS IN YEARS 5-12



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<b>Section A:</b>	<b>Introduction</b>
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#### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Both student and parent must sign the document and return to either;
  - Classroom teacher (Yr 5-6) or
  - Senior Administration (Yr 7-12)
3. Please keep sections A, B, C and D for future reference.
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 use 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.

## SECTION A

### *INTRODUCTION*

Guildford Grammar School is an Anglican School and as such, has a moral responsibility to its 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 excellence, respect, integrity, spirituality, teamwork and compassion.

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, 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 Go for IT 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 Go for IT Agreement and 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. For the interim period, however, 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.**

## SECTION B

### **CONDITIONS FOR STUDENT USE OF ILT**

***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 **Go for IT 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 accidentally 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 in the **Senior School**. I will not use my mobile phone to disrupt School routines, interfere with the rights of others or to interrupt others. My registered mobile phone will always be on my desk with the screen facing upwards and sound on. Failure to comply will result in confiscation.
7. As a responsible user of a mobile phone, I will ensure that no inappropriate content is ever contained within, or communicated by, my mobile phone. In the event that I do receive material of this nature, I will advise my teacher, the Head of e-Learning or Head of Preparatory/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 my teacher or the Head of e-Learning or the Head of Preparatory/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 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.
10. 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.**

11. 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.
12. 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.
13. I will not connect any personal device to the Guildford Grammar School ILT network without an approval sticker attached.
14. 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.
15. 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 **Go for IT 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.
16. 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 ILT access to certain sites and data, including email.
  17. As appropriate, Guildford Grammar School reserves the right to charge students for printing of documents.
  18. I understand that the School does audit its 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.***

**Breaches 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.**

## SECTION C

### ***STUDENTS WHO BRING THEIR OWN DEVICES***

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).

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

- Have a current **Go for IT Agreement**, signed by both the student and the parent/guardian.
- 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.**

It is the sole and total responsibility of every student to ensure that they adequately store and back up all important data to their OneDrive account or where required, to a Guildford Grammar School network location.

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.**

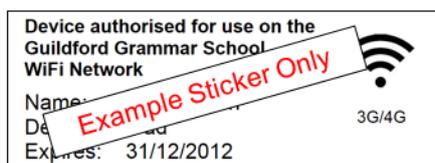
Students will also have an Office 365 account, which includes all of the Microsoft Office suite and access to 1 Terrabyte of storage space on OneDrive.

## SECTION D

### ***GO FOR IT 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 child during the year, the agreement must be updated and the device inspected.
3. Go to <https://esafety.gov.au/> for more information.
4. Once both the student and parent have accepted the Go for IT Agreement Form, the student's access to the Guildford Grammar School network will be granted.
5. Bring this document to the classroom teacher (Yr 5-6), or Senior Administration (Yr 7-12).
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. You will then be ready to join the Guildford Grammar School Wi-Fi network. Anittel staff are available to assist students to connect to the GGS Wi-Fi network.

## APPROVED DEVICE LIST - 2018

The following device specifications are the minimum requirements that will ensure your son and/or daughter has an effective and efficient ILT experience in 2018;

- **PC based laptop (of any brand), no older than 3 years old.**

	<b>Lower School (Years 5-9)</b>	<b>Upper School (Years 10-12)</b>	<b>For subjects that require high-performance hardware (Design and Technology etc.)</b>
<b>Minimum Requirement</b>	Intel Core m3/i3 U series or AMD Equivalent 4GB RAM 128GB SSD Integrated Graphics	Intel Core m5/i5 U Series or AMD Equivalent 8GB RAM 256GB SSD Integrated Graphics	Intel Core i5 HQ/HK Series or AMD Equivalent 16GB RAM, 256GB SSD Discrete AMD/nVidia Graphics Processor (GPU) (GPU not essential for students only studying music)
<b>Recommended:</b>	Intel Core m5/i5 U Series or AMD Equivalent 8GB RAM 256GB SSD Integrated Graphics	Intel Core i5 HQ/HK Series or AMD Equivalent 16GB RAM 256GB SSD + 500GB HDD for file storage Integrated Graphics	Intel Core i7 HQ/HK Series or AMD Equivalent 16GB RAM or higher 256GB SSD + 500GB/1TB HDD for file storage Discrete nVidia CUDA compatible Graphics Processor (GPU)

- **MacBook, no older than 3 years old.**

	<b>Lower School (Years 5-9)</b>	<b>Upper School (Years 10-12)</b>	<b>For subjects that require high-performance hardware (Media, Music etc.)</b>
<b>Recommended:</b>	MacBook Air	MacBook	MacBook Pro (consider Dual Boot)

Although GGS recommends the use of PC laptops, students may utilise a Macintosh laptop, which will need to be managed slightly differently to a PC laptop. The main difference is in the printing process and Anittel staff can assist with this if needed. Some software (SolidWorks) will also not function on a Macintosh device but there will be more than adequate devices in the school should this be required.

- **Mobile Phones**

Students in the Senior School are also permitted to register their personal mobile phone under the Go for IT Agreement as a second device. It does not replace the BYOD laptop, but supplements it as a convenient option to assist with teaching and learning. At all other times when the mobile phone is not required, it must be stored in such a way as to prevent any form of distraction.

Students in the Preparatory School who bring a mobile phone to school will be required to store it in a secure location provided by their classroom teacher for the duration of the day.



# Guildford Grammar School

FOUNDED 1896

## **“Go for IT” Agreement 2018**

“Go Forward with IT”

### ***FOR STUDENTS IN YEARS 5-12***

I have read the Guildford Grammar School Go for IT Agreement for the use of ILT, including personal 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 **“Go for IT Agreement”** with my parents.
- I will follow the **“Go for IT Agreement”** rules and instructions whenever I use the School’s ILT.
- I will also follow the **“Go for IT Agreement”** whenever I use my own device/s on the School site or at any School-related activity, regardless of its 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 family 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 classroom teacher, 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.
- Throughout the academic day, my device and/or smart phone will be on the desk, screen open and sound switched on.
- If I possess a 3G or 4G iPad, slate, 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. e.g. Students who are creating games.



## Guildford Grammar School

### Go for IT Agreement 2018

Parent/legal guardian/caregiver Responsibilities include:

- I have read the “**Go for IT 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 cyber safe 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 “**Go for IT Agreement**”.
- I will contact the Head of e-Learning if there is any aspect of this agreement I would like to discuss.

Name	
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Preparatory School	<b>Classroom Teacher</b>
Device/s	

Senior School	<b>Mentor</b>	<b>Head of House</b>
Device/s		<input type="checkbox"/> <b>Mobile Phone</b> (Senior School ONLY)

Student Name:	Parent/Guardian Name:
Student Signature:	Parent/Guardian Signature:
Date:	Date: