RESPONSIBLE USER AGREEMENT

Purpose
MBBC uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides extraordinary opportunities to explore and use a variety of exciting resources including software, mobile devices, electronic resources, and the Internet. In order to make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual users understand their responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

1. Personal Safety
   i) I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
   ii) I will not agree to meet with someone I have met online without my parent’s approval.
   iii) I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

2. Illegal Activities
   i) I will not attempt to gain unauthorised access to MBBC network resources, or to any other computer system, or go beyond my authorised access, or to bypass the security, monitoring and filtering that is in place. This includes attempting to log in through another person’s account or access another person’s files.
   ii) I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
   iii) I will not use MBBC network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
   iv) I will not allow another student to use my account or give another student my password.
   v) I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organised by others.
   vi) I will not alter hardware or software setups on any MBBC computer resources.

3. Security
   i) I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account.
   ii) I will immediately notify a teacher if I have identified a possible security problem with the network or peripheral computers.
   iii) I will take all precautions to avoid the spread of computer viruses and will keep my device up to date with current software and security as required.

4. Inappropriate Language Needs to be positive
   i) I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   ii) I will not engage in personal attacks, including prejudicial or discriminatory attacks.
   iii) I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
   iv) I will not knowingly or recklessly post false or defamatory information about a person or organisation.

5. Respect for Privacy
   i) I will not repost a message that was sent to me privately without permission of the person who sent me the message.
   ii) I will not post private information about another person.
   iii) I will not use the devices to record, transmit or post photos or video of a person or persons on campus unless directed to do so and under supervision from a teacher. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

6. Respecting Resource Limits
   i) I will use the technology at my school only for educational and career development activities.
   ii) I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a
large number of people.

iii) I understand that printing of documents from my device can be done by one of the following:
- By using a personal data-transfer device (USB drive) compatible with the College Network.
- By utilizing cloud based storage method e.g. Drop box
- By emailing to my student account.

All these are then accessible from the school networked P.Cs in labs or classrooms.

iv) I will use my print account for educational purposes only and accept that personal/non-educational printing will be charged at the set College rate.

v) I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorisation from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.

vi) I understand that MBBC personnel may monitor and access any equipment connected to MBBC network resources and my computer activity. MBBC personnel may delete any files that are not for a classroom assignment.

vii) The College reserves the right to inspect my personal device if there is reason to believe that I have violated College policies, Responsible User Agreement, administrative procedures, school rules or engaged in other misconduct while using my personal device.

7. Plagiarism and Copyright Infringement
i) I will not plagiarise or direct copy works that I find on the Internet.

ii) I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

8. Inappropriate Access to Material
i) I will not use MBBC network resources to retrieve, view or disseminate material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.

ii) If I mistakenly access inappropriate information, I will immediately tell my teacher and will not attempt to access the inappropriate information again.

iii) I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorised to use.

9. Devise and Network Matters
ii) I will use the MBBC wireless network to access the College's LMS (Moodle), the filtered internet and webmail.

iii) I will not be allowed to access external wireless internet providers such as Telstra's 3G or 4G solutions.

iv) I accept full responsibility for the care and use of my own device including any costs of repair, replacement or any modifications needed to use the device at school. I understand that the College does not accept responsibility for theft or loss of the device or parts/accessories.

v) I am not to leave my device unattended. When my device is not in use I should leave it in a locked locker. This includes occasions when undertaking co-curricular activities. I must always take my device home overnight.

vi) I accept that the use of my device in class is at the discretion of my teacher.

vii) I am expected to bring my device to school each day with a fully charged battery.

Student Agreement
All students who use a personally owned electronic device within the bounds of the College campus must read and sign this Agreement. Submissions will be date stamped and kept on file and will be renewed at the commencement of each sub school/

- As a student I understand and will abide by the Responsible User Agreement as explained above.
- I further understand that any violation of the above may result in the loss of my network and/or BYOD privileges (up to one month in the first instance) as well as other disciplinary action.
- I understand that subsequent offences will be dealt with more severely.
- I may be subject to further disciplinary action depending upon the nature of the offence.
- As a parent I understand that my child will be responsible for abiding by the above Agreement. I have read and discussed them.

Signed: ___________________________ Date: ________________ Signed: ___________________________ Date: ________________
(Student) (Parent)