

COMMUNITY  
VISION  
ACHIEVEMENT  
INNOVATION



ICT USER  
AGREEMENT

"At MOC we believe the future is now in education  
& we must deliver on that brief"



Mark Oliphant College

All DECD schools and preschools are provided with internet access,  
Cyber-safety of Mark Oliphant College is based on our core values.



(08) 8209 1600



info@moc.sa.edu.au



www.moc.sa.edu.au

## CONTENTS

Introduction .....	3
Devices .....	4
Appearance and Personalisation.....	4
Cleaning.....	5
Loss and Damage.....	5
Power Issues/Battery/Charging.....	5
Security Procedures .....	6
Data responsibility.....	6
Software, Copyright and Intellectual Property.....	6
Caring for your DEVICE .....	7
Virus Protection.....	7
Acceptable Use.....	8
Cyber Bullying.....	8
Internet Use .....	9
Email & Spam Filtering .....	9
Cloud Services – O365 .....	10
What is LearnLink Office 365?.....	10
Using LearnLink Office 365 Services.....	11
Installing Office 365 ProPlus.....	11
What if I do not want my child to use the LearnLink Office 365 Services? .....	11
How will my child access the LearnLink Office 365 Services? .....	11
Additional reading .....	11
Cloud Services – GSuite .....	12
What is G-Suite?.....	12
Using G-Suite Services.....	13
G-Suite Offline access.....	13
What if I do not want my child to use the G-Suite Services? .....	13
How will my child access the G-Suite Services? .....	13
Additional reading .....	13
Responsibilities.....	14
Consequences .....	14
User agreement.....	15
Appendix A: Student privacy information summary .....	16

## INTRODUCTION

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Mark Oliphant College are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached User Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety User Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Mark Oliphant College, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Mark Oliphant College is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

This document will act as the User Agreement and once signed and returned to the school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored; filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECD administrators to prevent student's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the school, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Any references within this document to the term 'user' will encompass any person or persons accessing ICT resources of Mark Oliphant College.

## DEVICES

Devices are issued to the user for educational use and remains the property of Mark Oliphant College and the supply of a device to the user is conditional upon the user's continued association with the College and ongoing agreement to the terms of usage.

If the student ceases enrolment at Mark Oliphant College, the device must be returned to the College on the date we specify by notice to you, or on the date the student ceases to be enrolled at Mark Oliphant College, whichever is earlier, you must return the laptop to Mark Oliphant College in good working order and in good repair and if applicable, complete with the AC power adaptor.

Failure to return the device in its original condition will result in Mark Oliphant College invoicing the student or parents/carers for the repair or replacement cost of the device.

- The device may not be used for any commercial purposes
- This agreement is only valid in Australia. The device cannot be taken on holiday overseas
- Each student issued with a device is expected to care for and safeguard the device in a responsible manner. The device is an expensive item of College property and the College issues this property to the student on the understanding that it will be well cared for.
- The type of provided device is determined at the discretion of Mark Oliphant College based on determining factors such as year level and educational purpose.
- A Device may reference an iPad, iPod, iMac, Macbook, Laptop, Desktop, Chromebook or any other digital device provided by Mark Oliphant College or used whilst onsite
- Mark Oliphant College does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the iPad as this is covered by the Manufacturer.
- All material on devices is subject to review by College staff.
- Devices owned by Mark Oliphant College periodically check in to report configuration and management information, the information in these reports may contain but not be limited to the following; Internet provider information, Geographical location, IP Address details, Installed applications and their usage, Disk Usage, Plugged in or synchronised devices, battery status, hardware information and internet activity.
- The security and use of the device is the student's responsibility. The student must comply with all directions the College and its staff give in relation to the use of the device and produce the device for inspection whenever requested.
- A device is permitted for personal use provided this use does not affect the performance of the device.
- All material on the device is subject to review by College staff and must meet all acceptable use criteria.
- Mark Oliphant College may lock or disable the device at any time
- Students are not permitted to change device specifications, make modifications, add upgrades, or attempt to access the device internals.

## APPEARANCE AND PERSONALISATION

- As the devices are the property of the College, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are OK but must be easily removable and comply with the policies of the school for appropriate content.
- The iPad will be permanently marked with identifying information as required by the Administrative Instructions & Guidelines (AIGs). Additionally a label containing the Asset Tag Number will be attached. This label must not be removed.

## CLEANING

- To clean your device or its screen:
  - Switch off your device
  - Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
  - Use a microfiber cloth to gently dry off any remaining residue
- Do not directly apply water or cleaner to the device or its screen

## LOSS AND DAMAGE

- Warranty on devices covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss.
- It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft.
- In the case of loss or damage as a result of negligence, abuse or malicious act the student or the parents/carers will be responsible for meeting the cost for repairs or full replacement of the device.
- Device screens are delicate and will be damaged if poked, prodded, pushed or slammed
- Any instances of vandalism, damage, loss or theft must be reported immediately to the College. In the case of a suspected theft a police report must be made by the family and an event number provided to the College.
- Parents/carers will have to replace lost or damaged chargers.
- Students are not to deface any College device or part thereof.
- The student or their family must not try or purport to sell any College device, offer the device as security nor give possession of the device to anyone else.
- Parents may choose to evaluate their personal home contents and car insurance to cover equipment on loan to their child in the event of loss or damage to such loaned equipment while in the care and custody of the child.
- In instances where damage or loss has occurred involving students other than the student it has been assigned to, the incident will be further investigated.
- In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided
- If a device is damaged or lost the school will determine whether replacement is appropriate and/or whether or not a student retains access for home use if applicable

## POWER ISSUES/BATTERY/CHARGING

- The battery can be conditioned to ensure a long life.
  - The device battery should be completely powered down before recharging
  - It should then be fully charged whilst the device is powered off
  - Use the device without recharging until it powers itself off
  - Repeat this process 2 times
- Devices can be used with the AC charger attached where power sockets are safely available
- Students able to take the device home must bring the device to the College fully charged each day. Classrooms may have limited facilities to recharge devices.

## SECURITY PROCEDURES

- Do not leave your device logged-on when you are not using it. It is strongly recommended that you secure your device with a password protected screensaver or pin code. This locks your device after a set period of inactivity, reducing the risk of someone else performing any actions using your digital identity.
- You must update software with security patches when they are released. This occurs automatically whenever your laptop is connected to the College network, notifications may offer early adoption of required updates.
- During the College day when the devices are not being used and the student is unable to keep the laptop on them (e.g. at lunchtime, during PE etc), the devices should be securely stored in the classroom or designated storage area.

## DATA RESPONSIBILITY

- Information stored ON the device is not backed up by ICT systems
- Mark Oliphant College provides network and cloud storage facilities for daily use and or backup locations, network storage is regularly backed up by the College
- In the event of failure, our College IT technician(s) may be able to restore your device to its original state. There is no guarantee that data stored on your device can be recovered. Before installing new software, ask first for assurance and make sure your backups are up to date.

## SOFTWARE, COPYRIGHT AND INTELLECTUAL PROPERTY

- Each device will be loaded with a Mark Oliphant College approved software image configured for use on the College network.
- Where applicable the image will include anti-virus software, Microsoft, Apple and Google software
- Software installed by the College is copyright and must not be distributed or deleted without written permission from the College.
- Mark Oliphant College does not object to the installation of non-College applications and files on the College laptops provided that the installed applications and files:
  - Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
  - Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues)
  - Do not interfere with the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use)
  - Do not interfere with the College's wireless network
  - Do not interfere with the learning program.
- While some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:
  - The use of non-College supplied network games is banned
  - No ad-hoc networks are to be formed.

## CARING FOR YOUR DEVICE

- For extra protection, always pack your device in a protective cover if you are carrying it from one place to another or in your College bag.
- Do not remove a cover from an iPad unless directed to do so
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged
- You still need to be careful with a device whilst it is in your bag. Do not drop the bag from your shoulder. Always place the bag gently down.
- Laptops should be switched off before being placed into a protective cover.
- Avoid exposing your device to:
  - Direct sunlight or sources of heat such as desk lamps
  - Dust, dirt, rain, liquids or moisture
  - Heavy shock or vibration.
  - Avoid applying pressure to the screen of any device
  - Do not store your device in the vicinity of a water bottle or container holding liquid

## VIRUS PROTECTION

For applicable devices the following applies

- Anti-virus software (McAfee or Microsoft) and monitoring software will be loaded onto the device through the initial imaging process. Updates of this software may be scheduled at various times.
- Students should ensure that anti-virus software is kept up-to-date on their laptop and regularly check for viruses.
- Internet traffic is automatically scanned for viruses when connected to the College network.
- Students that have the right to personally use their device, and connect to the Internet from home are required to take all steps to protect the device from virus attacks.
- You must not install any additional antivirus software as this can cause conflict with existing Antivirus software
- Viruses can enter laptops through:
  - Removable media such as CDs, DVDs, floppy disks and USB memory sticks
  - E-mails
  - The Internet (including web browsing, FTP/Torrent programs and chat programs/rooms).
- Helpful TIPS
  - Do not open any files attached to suspicious or unknown emails
  - Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them
  - Delete chain and junk emails. Do not forward or reply to any of these
  - Never reply to Spam
  - Hundreds of viruses are discovered each month. Run your virus scan regularly
  - Avoid indiscriminately loading non-standard software onto the laptop as it can result in an infection by viruses and spyware which are a common cause of laptop failure.

## ACCEPTABLE USE

The ICT Network Managers maintain devices and network infrastructure so that they operate effectively, ensuring that the resources needed are available for all users, and that the network operates in an even and consistent way. The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.

- Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way
- engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class
- The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. sending a message over the internet using someone else's name.
- It is the responsibility of students to maintain sufficient credit in their printing accounts to allow subject related tasks to be carried out.
- Do not name files, folders, aliases or applications inappropriately with content that is violent, racist, sexist, sexual, or provocative.
- Do not engage in cyber bullying or e-crime
- Passwords should remain confidential. No user should log-on another student using their password
- Do not bring in to the College, or use, games or any other materials which may be offensive to others
- No device with camera capabilities is to be used in change rooms or toilets
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum
- Circumvention, bypassing or disabling of monitoring, recording or administrative systems is prohibited. Some of these systems or services may include but not be limited to; proxy bypass technologies, VPN/TOR networks, websites designed to download content from filtered websites
- Circumvention of, or disconnection from, the Mark Oliphant College WiFi service whilst on site is prohibited, this includes 'hotspotting'
- Any privately owned / personal device brought to Mark Oliphant College is also subject to the Acceptable User Agreement

## CYBER BULLYING

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.

By Definition Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person

Examples of cyber bullying include but are not limited to, communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Any form of cyber bullying or e-crime will be dealt with through the College's "Harassment Policy" and "Acceptable Use of Technology Policy".

Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.



## INTERNET USE

- Users can access the Internet through the College's network while on site. Access to the Internet through the College's network at College will be monitored and subject to strict filtering.
- Attempts to bypass internet filtering or access illegal services will result in a temporary ban of internet services. Filtering is setup to automatically apply bans as soon as circumvention methods are detected.
- Torrent traffic detected on the College network will result in a 15 minute temporary ban. To restore access close any active torrent program and await the duration of the ban.
- Users are responsible for the content that their internet account accesses.
- Users are to only connect to the internet using their own user account
- All internet access on the College's network is recorded and logged outside of the device
- Offsite internet usage of the school provided device may be recorded
- Mark Oliphant College is not responsible for any materials viewed on networks that are foreign and or external to the College
- Mark Oliphant College is not responsible for any data charges incurred by the use of a supplied device on networks that are not provided by the College. Some data usage may occur during information gathering/reporting/update procedures above and beyond normal consumption.
- All @moc.sa.edu.au email accounts and on site internet activity will be actively monitored for keywords and filters will prevent and/or report on inappropriate messaging and/or web searching where possible. This will include but may not be limited to categories such as
  - Drugs
  - Self-Harm
  - Predatory
  - Religious Slurs
  - Racism
  - Sexual or Gender Slurs
  - Profanity
  - Aggression

## EMAIL & SPAM FILTERING

Mark Oliphant College provides users with a @moc.sa.edu.au email address; this is separate to the department provided @schools.sa.edu.au email but provided with greater control by Mark Oliphant College.

Emails can be accessed anywhere with an internet connection, this can be done by configuring a personal device or accessing <https://owa.moc.sa.edu.au>

DECD provides a spam e-mail filter service to Mark Oliphant College for all users, Mark Oliphant College provides a second set of spam and content filtering over and above the DECD layer. However in some instances spam email can reach our users. Users are provided with tools to flag/report spam in their mailboxes and are requested to report spam to ICT support via email to [ict@moc.sa.edu.au](mailto:ict@moc.sa.edu.au)

If a user chooses to link a personal device to the Mark Oliphant College email system the user will be prompted to accept a set of security criteria, these criteria are to allow a user to wipe/erase their device in the event of theft, or if College policies are changed in the future, to allow enabling or disabling of device features. This security policy is only applied if adding a @moc.sa.edu.au email to a personal device.

A user is not to use the school or departments email systems for spreading/sending/distributing spam e-mail.

Mark Oliphant College will utilise the expanded email service offered to students with additional services, and will be known as LearnLink Office 365.

LearnLink Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Mark Oliphant College.

Users at Mark Oliphant College will be able to download licenced versions of common Microsoft applications used in teaching and learning at no charge, for use on their device regardless of an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

Below is some important information regarding the LearnLink Office 365.

### WHAT IS LEARNLINK OFFICE 365?

LearnLink Office 365 provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program.

All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

- **Office 365 ProPlus**

Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices.

Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices.

Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by a student (including parent-owned). Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

- **Office Online**

Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

- **OneDrive for Business**

OneDrive for Business is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents.

Each student will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

## USING LEARNLINK OFFICE 365 SERVICES

A number of services provided by LearnLink Office 365 require internet access. When students are onsite internet access will be filtered by the College however access from home/off-site is not filtered by the College and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

---

### INSTALLING OFFICE 365 PROPLUS

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used.

Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements

<https://products.office.com/en-au/office-system-requirements>.

---

### WHAT IF I DO NOT WANT MY CHILD TO USE THE LEARNLINK OFFICE 365 SERVICES?

The school / preschool requires written notification by 4pm Friday of the second week of term if you do not consent to your child using the additional LearnLink Office 365 Services. Please use [info@moc.sa.edu.au](mailto:info@moc.sa.edu.au) to notify the school.

---

### HOW WILL MY CHILD ACCESS THE LEARNLINK OFFICE 365 SERVICES?

LearnLink Office 365 services can be accessed by students by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>.

---

### ADDITIONAL READING

The information and link provide additional information about keeping children safe online:

- Appendix A: DECD Student privacy and information summary
- DECD Cyber-safety: Keeping Children Safe in a Connected World

<http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf>

## CLOUD SERVICES – GSUITE

Mark Oliphant College will utilise the Google G-Suite for education and offer some of its services to students, these services will be known as G-Suite (formerly Google Apps).

G-Suite is a customised package of Google products, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Mark Oliphant College.

Students at Mark Oliphant College will be able to use Google alternatives to Microsoft applications used in teaching and learning at no cost, some classes will use these products at the core of their classroom. Some programs may be used without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers within the school and moderators where required.

To provide and encourage a safe learning environment Mark Oliphant College has turned off access to the email (Gmail), chat (hangouts), and social (G+) components of G-Suite. Students will use their school provided email account in place of these services. Mark Oliphant College will continue to monitor and enable or disable G-Suite services that become available in the future in line with maintaining a safe learning environment for our students.

## WHAT IS G-SUITE?

G-Suite provides students with a collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program.

All data and information within G-Suite is securely stored in geographically distributed data centres as a 'cloud' and provides the following services to students.

- **Docs / Sheets / Slides**

Available anywhere any time on any device students will be able to access their work to submit, change or review. Collaboration features will enable real time commenting and editing with peers on the same document.

Similar to Office Online and Microsoft products such as Word, Excel, and PowerPoint. These applications provide students flexible and friendly alternatives that integrate with the G-Suite experience

With revision history and automatic saving, work entries can be easily followed, reversed, or restored. Work is saved continuously as editing occurs to allow students to continue on where they left off on another device; the right tool for the right job at the right time.

Docs/Sheets/Slides can operate in offline mode for creating new files or files that have been flagged for offline use. There is no limit to the number of devices or locations that can be used to access content.

- **Classroom / Forms / Sites**

With Google Classroom and Google Forms, classes can be created to distribute assignments, give quizzes, send feedback, produce a survey and see everything in the one place. Sites provides a simple way to produce websites that can be shown to peers without leaving the safety of the school community.

- **Drive**

Google Drive is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Google documents. It can be used like a virtual storage device to transfer files and folders between computers including backups.

Each student will receive unlimited storage space in G-Suite's cloud. By default all data and files are private, however they can be shared with other Mark Oliphant College approved G-Suite users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

## USING G-SUITE SERVICES

A number of services provided by G-Suite require internet access. When students are onsite internet access will be filtered by the College however access from home/off-site is not filtered by the College and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via G-Suite services.

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of G-Suite are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. G-Suite is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

---

### G-SUITE OFFLINE ACCESS

G-Suite applications can be installed on a computer or mobile device (personal device) for offline use.

Although unlikely, it is possible that installing G-Suite on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you backup your personal device, prior to installing Docs, Sheets, Slides or Drive application(s).

To install G-Suite in offline mode follow the google support article; <https://support.google.com/docs/answer/6388102>

---

### WHAT IF I DO NOT WANT MY CHILD TO USE THE G-SUITE SERVICES?

The school / preschool requires written notification by 4pm Friday of the second week of term if you do not consent to your child using the G-Suite Services. Please use [info@moc.sa.edu.au](mailto:info@moc.sa.edu.au) to notify the school.

---

### HOW WILL MY CHILD ACCESS THE G-SUITE SERVICES?

G-Suite services can be accessed by students by logging into the Mark Oliphant College portal or by visiting any google service and signing in. e.g <https://drive.google.com>

---

### ADDITIONAL READING

The information and link provide additional information about keeping children safe online:

- Appendix A: DECD Student privacy and information summary
- DECD Cyber-safety: Keeping Children Safe in a Connected World

<http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf>

## RESPONSIBILITIES

Mark Oliphant College will

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in User Agreement s
- Respond to any breaches in an appropriate manner and as directed by school leadership and or principal
- Provide members of the school community with cyber-safety education designed to complement and support the User Agreement initiative.
- Store a current version of this document in accessible locations.
- Welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

For the Student: My responsibilities include...

- Reading this User Agreement carefully.
- Following the cyber-safety strategies and instructions whenever I use the school's ICT.
- Following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location.
- Avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- Taking proper care of school ICT equipment.
- Asking the home group teacher if I am not sure about anything to do with this agreement.

## CONSEQUENCES

- Where there is a contravention of this policy, consequences will include any or all of the following dependant on severity.
  - Re-imaging the laptop which may result in the loss of data if back-ups have not been kept up to date.
  - Locking or disabling of the device from College infrastructure
  - Remote deletion of files and or folders (e.g Copyright materials and/or unapproved software)
  - Disablement/suspension of ICT user account
- Other sanctions may be imposed as appropriate and determined in consultation with ICT Management and the Principal.

## Mark Oliphant College ICT User Agreement

1. We have read and understood this device and ICT User Agreement , incorporating Cyber-safety and we are aware of the College's initiatives to maintain the care, use and management of devices in a cyber-safe learning environment. We understand that failure to comply with the User Agreement could result in recall of the device and/or costs associated with repairs or replacement of the device while in the care and of the student.

My responsibilities as a Parent/Caregiver include:

- Reading this User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using technology devices in learning
- Ensuring this User Agreement is signed by my child and by me and returned to the College
- Encouraging my child to follow the cyber-safe strategies
- Contact the College if there is any aspect of this User Agreement I would like to discuss.
- Contact the College if I wish to opt-out of mentioned cloud services

This agreement will remain in force as long as your child is enrolled at Mark Oliphant College

## APPENDIX A: STUDENT PRIVACY INFORMATION SUMMARY

### WHERE WILL THE INFORMATION/DATA BE LOCATED?

LearnLink Office 365 service is a Cloud based service, meaning it can be accessed from any Office 365 compatible internet connected device anywhere/anytime. All the information and data is stored in Microsoft's Australian data centres and is subject to Australian Privacy Laws, regulations, and standards.

G-Suite offers the similar Cloud based services as LearnLink Office 365 however the servers are operated under United States law. The location of data for G-Suite is within Googles network of geographically distributed data centres. More information can be found here:

<https://www.google.com/about/datacenters/inside/locations/index.html>

### WHAT INFORMATION AND DATA WILL BE COLLECTED?

Learning materials used by educators to teach the student, and information/data created or uploaded by the student in the LearnLink Office 365 and G-Suite services will be stored in the data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Microsoft and Google does not access, use, track or collect information or data about the student, other than to deliver the Office 365/G-Suite service on behalf of DECD. In doing so, some system generated data is logged, such as who accessed the services and when.

### WHO HAS ACCESS TO MY CHILD'S INFORMATION AND DATA?

The student owns and controls the information and data they create or upload to the LearnLink Office 365 and/or G-Suite service. They can share their information and data with other LearnLink Office 365 or G-Suite users of the same platform; this includes staff and students from other DECD schools or preschools. Anyone external to DECD is unable to access student information and data.

Processes are in place to allow authorised DECD staff to access information and data the student has created or to uploaded to the service where required.

Microsoft will only disclose information and data at the direction of DECD or if required to do so by law. Google will only disclose information and data with direct requests from government and actively pursues limiting the amount of supplied information to only that which is required

### HOW SAFE IS THE STUDENT'S INFORMATION AND DATA?

Microsoft's Office 365 Service (LearnLink Office 365) has been [certified by the Australian Government](#) as safe to use for government information. The certification letter and report has been verified by DECD. Additionally Microsoft's [Office 365 Service is certified](#) to several international security standards.

Googles G-Suite for education has a strong security and privacy focus with respect of these two elements being a core priority of Google. More information can be found at the following websites.

Google Cloud Trust: <https://support.google.com/googlecloud/trust/?hl=en>

GSuite Security: <https://gsuite.google.com/security/>