Student Technology Guidelines and Agreements

Clayfield College

Technology access is available to all students as part of the teaching and learning programs offered at Clayfield College.

This document sets out guidelines for use of:

- Clayfield College iPads and other computer systems
- Bring Your Own Technology (BYOT) which includes iPads or laptops, that are brought onto the Clayfield College property and or to Clayfield College activities
- Other digital technologies such as mobile phones, smart watches and tablets.

Students and their parents or carers are required to sign this agreement every year to indicate they have acknowledged and will follow the guidelines.

Student Responsibilities

- Use the device as instructed by your teacher.
- Maintain a secure password which is not to be shared. When at school, students can connect only to the Clayfield College WiFi. Hot spotting, tethering or roaming to other networks to bypass filters is not allowed.

Respect

- When using digital technologies communicate respectfully by ensuring that what you write or post is polite, respectful and meaningful.
- Do not copy someone else's work or ideas from the internet and present them as your own (always reference pictures and weblinks that you use).
- Use spaces or sites that are appropriate for your age.
- Take care of the digital technology equipment that you use and that others bring in as you may be responsible for any damages.
- Do not download anything unless requested by the teacher.
- Do not message or email during school times unless with a teacher's instruction.
- Only use Airdrop, Airplay and Airserver to access and share documents when instructed by a teacher.

- Students must not knowingly search for, link to, access, send or store anything that is:
  - Offensive
  - Pornographic
  - Threatening
  - Abusive
  - Defamatory
  - Considered to be bullying
  - May injure the reputation of Clayfield College or cause embarrassment to the College.
- Students are not permitted to:
  - Mass iMessage (large group/class chats), spam or send chain communication
  - Perform any activity using an anonymous or misleading identity
  - Download illegal content or engage in inappropriate online activity
  - Use a device for personal reasons during school hours
  - Use other digital technologies such as smart watches to send messages during school hours.

Specifically, if you are bringing your own device to school:
  - Ensure that iMessages is turned off and not in use whilst on school premises
  - Ensure there is enough hardware space available (20% free as a minimum)
  - Maintain operating system updates
  - Backup all content and files regularly.

Supervision and Monitoring

- Clayfield College can perform an audit report of a Clayfield College or BYOT device that includes Internet history, App usage and communication.
- All emails and communications, including iMessaging, that are sent and received using the Clayfield College system may be recorded.
- Clayfield College staff can remove an individual student's use of a Clayfield College device, BYO device or mobile phone for the purposes of review and investigation if it is misused or misuse is suspected at school.

Safety

- Understand the legal requirements to use social media sites (must be 13 years or over) and seek parental permission before using.

- Do not capture and or upload footage, images or information to social networking sites without the express permission of every person mentioned, captured or inferred.

- Do not upload any images or video footage that identifies you as a Clayfield College student. For example, do not post in your school uniform.

- Represent yourself, peers and family appropriately when accessing the online space. Be cautious not to defame, insult or offend another person's character, as you will be held responsible for your online communication.

- Practice digital safety. Never reveal your full name, address, telephone number or financial information to anyone online.

- Understand that once something has been sent and or uploaded online, even if it is deleted, it will always be a part of your digital footprint and can be retrieved.

- Get help from a trusted adult if you see any inappropriate use of digital technology or cyberbullying.

Support

- If technology is used to bully, harm or threaten other students and or compromises your own wellbeing this will be followed up at school, even if this occurs outside of school hours.

- Refer to the following helpful websites for online safety procedures, resources and reporting practices:

    - esafety.gov.au
    - kidshelpline.com.au
    - bullyingnoway.gov.au
    - safeonsocial.com
    - thinkuknow.org.au

Student Technology Guidelines and Agreements

I _____ (Student Name) understand and agree to each of the conditions outlined above when using Clayfield College equipment and or when using my own device. I understand that my usage can be tracked and that I will be held responsible for my actions.

Student's Signature: _____   Date: _____

Parent/Carer's Name: _____   Date: _____

Parent/Carer's Signature: _____   Date: _____