



STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT 2019



Student Name: _____ Class: _____

This Student Acceptable Use of Technology Agreement incorporates the use of all digital devices (e.g. ChromeBooks, mobile phones, tablets, e-readers etc.) and online services provided by Armidale Catholic Schools Office and St Philomena's School. This Agreement also includes cyber safety expectations and is to be read in conjunction with the St Philomena's Anti-Bullying Policy.

The Student Acceptable Use of Technology Agreement MUST be signed by all students or parents of students enrolled at St Philomena's.

1.0 POLICY STATEMENT

- 1.1. Allowing students to use digital devices and providing internet services at St Philomena's School is done so in order to support their educational and administrative needs. St Philomena's acknowledges that it has a responsibility to provide safe and secure online services. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (e.g. software, apps, information sharing, social media platforms, new devices etc.). Therefore, students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles:
 - 1) Students must behave in an ethical manner when using digital devices, whether school owned or student provided BYO devices to access resources, communicate and interact with others
 - 2) Online behaviour should at all times demonstrate a respect for the dignity of each person
 - 3) It is never acceptable to use school or personal digital devices to harass, bully or humiliate others.
- 1.2 This policy informs parents and students of the school's expectations when students are using devices and services provided by St Philomena's at school, at home, or any time they are using them for education purposes. It provides a framework for students when using their personal equipment to communicate to, or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's Pastoral Care Policy and/or the Student Management: Suspension, Transfer and Exclusion Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (e.g. Family & Community Services etc.) by school or Armidale Catholic Schools Office personnel.
- 1.3 The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Materials collected will remain the property of the school and ACSO. School devices or BYO Devices may be confiscated or accessed where there is a reasonable belief that:
 - 1) There has been or may be a breach of the school rules or policy
 - 2) There may be a threat of harm to a student or others
- 1.4 Students will be required to cooperate with a direction from the school in providing access to the BYO devices. In an incident where this is required, parents of the students involved would be notified.
- 1.5 Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise for which parents have previously given permission.



2.0 STUDENTS USING SCHOOL OWNED TECHNOLOGY

Students who use school owned devices have the following responsibilities:

- 2.1. To care for the ChromeBook / device to the best of their ability
- 2.2. To keep the ChromeBook / device secure and protect it from any malicious damage
- 2.3. Return the ChromeBook/device (and any inclusions such as power cords and carry case) in good order
- 2.4. To follow all instructions and procedures set up by the school for the use of ChromeBook/devices
- 2.5. To only use the Internet within the school Internet filtering system provided
- 2.6. To inform the teacher if the ChromeBook / device needs charging
- 2.7. Log off at the end of each session to ensure that nobody else can use their account
- 2.8. Save all work produced and upload to their Google Drive.

3.0 STUDENTS PARTICIPATING IN A BYOD PROGRAM

Students and families who are participating in a BYOD Program have the following responsibilities:

- 3.1. To care for and keep the device secure at all times
- 3.2. To acknowledge that the school cannot be held liable for any damage to or theft of BYO devices
- 3.3. To bring the ChromeBook to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed.
- 3.4. To only use the Internet within the school proxy and filtering system provided while at school
- 3.5. To have all school requested apps installed on the device
- 3.6. To ensure any BYO device is in good working order and software is updated regularly.
- 3.7. To have purchased a BYO device that meets the published device specification requirements
- 3.8. To not attach any BYO device to school owned equipment without permission of the school
- 3.9. To be aware that schools have the explicit permission to monitor and audit BYO devices brought to school by students
- 3.10. To be aware that BYO devices may have their serial number and Media Access Control (MAC) address recorded by the school for purposes of device identification.



4.0 DIGITAL CITIZENSHIP RESPONSIBILITIES

The Students Acceptable Use of Technology Agreement addresses the particular use of mobile technologies that has come to be referred to as 'Cyberbullying' (see 4.3 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, is criminal in nature or has the capacity to impact on relationships across the wider school community.

- 4.1. **When using school or BYO devices to access school provided email and internet services students will:**
- 1) Ensure that they access the internet only within the school proxy and filtering system provided
 - 2) Ensure that communication through internet and email services is related to learning
 - 3) Keep passwords confidential, current and private
 - 4) Log-off at the end of each session to ensure that nobody else can use their account
 - 5) Promptly tell their teacher if they suspect they have received a computer virus or spam (ie. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
 - 6) Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
 - 7) Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others private (your school based cloud storage account is not considered private)
 - 8) Documents and photos that contain private information should not be shared publicly on any school based cloud platform.
 - 9) Use appropriate privacy controls for all internet and app based activities, i.e. location settings
 - 10) Ensure that school supplied services are not used for unauthorised commercial activities unauthorised political lobbying, online gambling or any other unlawful purpose.
- 4.2. **When using the school supplied services or BYO devices at school students will not, and will not attempt to:**
- 1) Disable settings for virus protection, spam and internet filtering that have been applied by the school, and not attempt to evade them through use of proxy sites
 - 2) Disable system provided apps e.g. Hapara Remote Control Extension
 - 3) Allow others to use their personal accounts
 - 4) Deliberately use the digital identity of another person to send messages to others or for any other purposes
 - 5) Enter 'chat' or 'social networking' internet sites without the permission of a teacher
 - 6) Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member



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- 7) Search for or access inappropriate images, sexually explicit websites or material reasonably considered objectionable, defamatory or offensive
- 8) Damage or disable computers, computer systems or networks or distribute damaging files or viruses
- 9) Disclose or upload personal information about another person (including name, address, photos, phone numbers)
- 10) Take photos or video of other students, teachers or any other member of the school community without their express consent
- 11) Publish copyright material without proper permission or creative common attributions

4.3. **When using ICT to communicate or publish digital content students will never include:**

- 1) Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- 2) Threatening, bullying or harassing material or make unreasonable demands
- 3) Sexually explicit or sexually suggestive material or correspondence, as per division 15A of the Crimes Act 1900 (NSW)
- 4) False or defamatory information about a person or organisation
- 5) The school name, crest or any other identifying material without the written permission of the Principal.

4.4. **When using other people's intellectual property, students will:**

- 1) never plagiarise information and will observe appropriate copyright clearance including acknowledging the author or source of any information used.
- 2) ensure that the permission is gained before electronically publishing any work or drawing owned by others. Always acknowledge the creator or author of any material published.
- 3) ensure any material published on the internet or other school based learning platform has the approval of the principal or the delegate and has an appropriate copyright clearance



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PARENT AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy.

Signed _____ Date _____
(Parent/s or Caregiver/s)

STUDENT AGREEMENT

I have read and discussed this policy with my parent/caregiver and I agree to be a responsible digital citizen and always uphold these rules both within and outside of school.

Signed _____ Date _____
(Student - not required for children under 10 years of age. Parent signs on behalf of the student).

PARENT PERMISSION TO PARTICIPATE IN E-LEARNING ACROSS ALL CURRICULUM AREAS INCLUDING THE ICT GENERAL CAPABILITIES IN THE SYLLABUS:

Teachers may incorporate the use of online web content creation tools and sites including Google Apps Virtual Learning Environment during the course of supervised learning activity. **Access to Google Apps is predicated on the provisioning of a Google Email account.** Parents are requested to give permission for students to register for these sites by completing the form below.

As Parent/s / Caregiver/s, I/we give permission for my child to:

- Use their school Gmail account for education purposes
- Access the Internet using a username and password
- Publish work created by students, credited by student's first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- Use a variety of websites, including registration and the use of usernames and passwords, for educational purposes including Google Apps for Education.
- Access and view content on websites and apps used for teaching and learning, under supervision from teachers, where parental consent is a requirement for users under 18 years of age. (eg: Youtube)

As Parent/s / Caregiver/s, I/we give permission for St Philomena's School to:

- Install additional device management controls or software for the purposes of online assessment e.g. NAPLAN

Please indicate your permission by ticking the appropriate boxes above. The preferred option would be for all boxes to be ticked so that students are able to make optimum use of the technology and actively participate in all lessons.

Signed _____ (Parent/s or Caregiver/s) Date _____

Signed _____ (Please print student's name) Date _____