



INTRODUCTION

Catholic College Sale's *Acceptable Use of Digital Technologies Policy* presents the College's expectations of students and all members of the community in promoting and supporting the safe and responsible use of digital technologies.

This User Agreement is an extension of the policy. It is to be read, signed and observed at the time of enrolment by every student who attends the College and by their parent or guardian/carer.

The Agreement seeks to ensure that students acknowledge and will comply with the expectations, rules and conditions contained in the Agreement. Likewise, the signed agreement of parents and guardians/carers is testament to their consent of the expectations and conditions outlined herein.

AGREEMENT

1. College digital technologies

When I use any digital technology at College, I agree to:

- 1.1 Be a safe, responsible and ethical user whenever and wherever I use any device.
- 1.2 Support others by being respectful in how I communicate with them and never instigate and/or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- 1.3 Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- 1.4 Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- 1.5 Protect my rights in accordance with the College's Privacy Policy and those of other students by not giving out personal details including full names, telephone numbers, addresses, birth dates and/or images.
- 1.6 Use the internet for educational purposes and use the equipment properly, respectfully and within the College guidelines.
- 1.7 Abide by copyright laws when using content on websites.
- 1.8 Think critically about other users' intellectual property and how I use content posted on the internet.
- 1.9 Understand that plagiarism (presenting someone else's work as my own) is

unacceptable and as such will make the appropriate references to other's work when required.

- 1.10 Respect the software licensing agreements of Catholic College Sale and the wider community.
- 1.11 Not interfere with College network security, the data of another user, or attempt to log into the College network with a user name or password of another student or staff member.
- 1.12 Not reveal my password to anyone except the College ICT Systems Administrator or a College teacher.
- 1.13 Not download or utilise any unauthorised programs, including games, or execute (run) and/or install on any device.
- 1.14 Not attempt to hide, obscure or delete my internet history.
- 1.15 Not use 'internet proxies' or 'anonymizers' to access content that has been restricted by the College.
- 1.16 Not attempt to access any area of the College network to which I have not been specifically granted access rights.
- 1.17 Not engage in excessive downloading/streaming of video and/or audio material that is not relevant to the curriculum.

2. Technology Devices – Portable Wireless Devices

- 2.1 I will install all College mandated applications (apps) as required.
- 2.2 I will install and configure my College email account as per the instructions given to me.
- 2.3 I will not load/install or utilise any banned apps unless expressly instructed to do so by a teacher at this College.
- 2.4 I will immediately remove any applications from my device which do not meet with the expected College values and behaviours. If instructed, I will provide my device to the teacher or ICT department for review.
- 2.5 I will not load, view or listen to material not appropriate to my age on a device; this includes music, video and other mixed content.
- 2.6 I will not interfere with another user's device in any way by setting lock codes, attempting to block access by repeatedly trying lock codes, log in or sign onto another user's device with my own credentials. I will not disclose or share my password with anybody unless requested by the ICT department.
- 2.7 I will not modify or 'jailbreak' the operating system of my device or attempt to block or lock out administration or ICT staff from accessing my device.
- 2.8 I understand that the College cannot guarantee the storage space, integrity and/or recoverability from backup of any material stored.

- 2.9 I will report to the appropriate teacher or staff member incidents of improper use (non-intentional or otherwise) and cyber bullying;

3. Technology Devices - Digital Audio Players

- 3.1 I will only use Digital Audio Players for educational purposes and during College hours with the permission of the teacher in charge.
- 3.2 I will ensure that the volume of the Digital Audio Player does not interfere with or impact other student's learning

4. Technology Devices - Mobile Phones

- 4.1 Please refer to the College's Mobile Phone Policy 2019

5. Student Email

I agree to:

- Use email in a responsible and educational manner.
- Use email in classes when expressly permitted to do so by the teacher.
- Not make use of email addresses and/or email accounts that have not specifically been issued to me for use by the College.
- Refrain from using the College email systems to:
 - Send offensive language and/or material
 - Bully or intimidate other persons
 - Cheat on assessment tasks.

6. Portable Wireless Devices

- 6.1 **Ownership.** Any portable Wireless devices that have been provided by the College to the student will remain the property of the College. The student shall not at any time loan, assign, give away, dispose or negate the College's ownership of the Portable Wireless Device.
- 6.2 **Purpose.** Loan of the Portable Wireless Device is for the exclusive use of the student in support of their learning.
- 6.3 **College policies.** The student agrees to fully support the College in the implementation of rules, policies and procedures relating to student use of Portable Wireless Devices as documented in this document, on the College Website, the Student Planner and other places from time to time.

7. Portable Wireless Repairs and Replacements

- 7.1 All College owned Portable Wireless Device repairs/replacements must be arranged through the College ICT Support Centre immediately in the event of a malfunction, or damage/loss of the Portable Wireless Device or an accessory thereto.
- 7.2 College owned Portable Wireless Device Warranty repairs/replacements shall be

undertaken by the College. Family owned Portable Wireless Device warranty repairs/replacements shall be undertaken by the parent/guardian.

- 7.3 Parents/Guardians will be solely responsible for all non-warranty repairs on College owned devices and will be invoiced at the cost price of the repair to the College. However, in the event that the device is lost or stolen parents/guardians shall bear the full replacement cost of the Portable Wireless Device. All costs related to the repair and/or replacement of family owned devices are payable by the parent/guardian.
- 7.4 When attempting to rectify any Portable Wireless Device hardware or software issues the ICT Support Centre may need to restore your Portable Wireless Device to factory settings. This will clear all data and applications (Apps) from the Portable Wireless Device. Students should regularly back up their data using a 'cloud' storage facility and where possible synchronise and back-up important data to their home computer.
- 7.5 The student may be required to return the Portable Wireless Device to the College ICT Support Centre or College Library during or at the end of the College academic year for annual maintenance. Please note that all data may be deleted from the device and students should regularly back up their data onto the 'cloud'.

8. Portable Wireless Device Care

- 8.1 Students are responsible for care of the Portable Wireless Device they have been issued with. The student must at all times take reasonable care of the Portable Wireless Device and not expose it to undue risk of wear and tear, damage or theft. When transporting the Portable Wireless Device, it should be carried in the protective case provided at all times.
- 8.2 It is the responsibility of the student to ensure their Portable Wireless Device (College or family owned) is fully recharged at home each night.

9. Portable Wireless Device Insurance

- 9.1 The Portable Wireless Device is not insured by the College for loss, damage or theft. Loss, theft or damage of the Portable Wireless Device is to be reported to the student's pastoral teacher, the College ICT Support Centre and College Library immediately upon such an event occurring. Arrangements will be made with the student and their family for subsequent replacement of the device and charged accordingly. It is recommended that family owned devices are adequately insured by the parent/guardian.

10. Return of the Portable Wireless Device

- 10.1 When the term of the Portable Wireless Device loan expires, or is terminated by the College, the student must immediately return the Portable Wireless Device to the College. If, in the opinion of the College ICT Support Centre, the Portable Wireless Device is not in good working order and condition, parents/guardians will incur the full cost of all non-warranty repairs or replacements. If the Portable Wireless Device has not been returned to the College within five days of departure, the parent/guardian will bear the full cost to replace the Device.

11. Indemnity of the College

- 11.1 The College is not responsible in any way and shall not be liable for any loss, direct, consequential or otherwise for damage for any technology device or the data contained therein.

12. Breach of Agreement

The consequences of breaching the College rules relating to Digital Technology and Portable Wireless may include, but are not limited to the following;

- removal of internet access privileges
- confiscation of device for a specified amount of time
- detention or suspension from the College
- referral to College Counselling Services
- meeting with parents/guardians, Principal or Principal's delegate
- referral to the Police or other authorities if required.

ACKNOWLEDGEMENT OF AGREEMENT

Student

I acknowledge that I have read and understood this Agreement and that I will adhere to its expectations and conditions. I understand that any breach of the Agreement shall result in my being subject to appropriate disciplinary action.

Name:

Signature:

Date:

Parent and/or Guardian/Carer

I have read and understood all matters contained in this Agreement and consent to its conditions.

Name:

Signature:

Date: