

## Student Acceptable Usage Agreement

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with ICT systems, devices or security.
- Not downloading, installing or running unauthorised programs, including games.
- Not attempting to or accessing any school ICT systems using another person's credentials.
- Not attempting to or accessing another person's SEQTA portal including parents, teachers and other students.
- Not attempting to or accessing any systems, programs or networks for which they have not received express approval from the school.
- Only using the school provided laptops, school computers, ICT services or network connections etc. for educational purposes.

In addition, when I use my personal mobile phone / personal device I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Not using my phone on school grounds between 8:45am and 3:10pm.
- Keeping my phone in my locker or handing it to front reception/classroom teachers in Junior School from 8:45am to 3:10pm (Mobile phones must not be taken into classrooms, assemblies, chapel or any other meetings).
- Not taking my phone into a test or examination as this will result in a marks penalty in line with the School Curriculum and Standards Authority guidelines.
- Not using my phone as a camera at any time of the day including to and from school, except in special circumstances with the permission of a staff member.

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- I understand that failure to comply with the school's mobile phone policy will result in the phone being confiscated for one day in the first instance and one week in the second. Any subsequent breach of policy would lead to a formal meeting with the student and their parents.

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Google Apps for Education - including Email and instant messaging and Google Classroom
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Social networking sites (e.g. Facebook, Twitter, etc...)
- Mobile phones & any other personal devices that access school services i.e iPads
- Internet and Intranet services
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences

You should also be aware that some services (such as Google Apps for Education) are housed outside of Australia and are thus outside of the scope of Australian laws and regulations.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Pastoral Care & Discipline Policy if I do not behave appropriately.

Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

The acceptable use of digital technologies at Casey Grammar school is guided by the following principles:

- Students must behave in a responsible manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices “BYOD”) to access school resources, communicate and interact with others.
- Online behaviour should respect the dignity of each person at all times.
- It is never acceptable to use digital devices to harass, bully or humiliate others.
- Students are expected to take responsibility for school property that has been left in their care.

## Acceptable Activities

Activities that are deemed to be “acceptable” on Casey Grammar school’s intranet and on school-owned devices include:

- Classroom activities and related learning activities,
- Career development activities,
- Educational, school or school community related communication.

## Inspection and Review of Device/Service Use by Students.

- The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school.
- school devices or BYOD may be taken or accessed where there is a reasonable belief that:
  - (a) There has been or may be a breach of the school rules or policy; and/or
  - (b) There may be a threat of harm to a student or others or system security.
- Students will cooperate with a direction from the school in providing access to the BYOD or school laptops.
- Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

## Students Using school Owned Technology

Students and their families who use a school owned device have the following responsibilities:

- To care for the laptop/device to the best of their ability.
- To keep the laptop/device secure and protect it from any malicious damage.
- To bring the laptop/device to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed.
- To replace or repair any damaged, lost or stolen laptop/device at their own cost.
- To return the school owned laptop/device (and any inclusions such as power cords and carry case) in good order when leaving the school.
- Do not modify or change hardware of the laptop/device.
- Students are responsible for their own good behaviour relating to all uses of Casey Grammar School facilities. They must act in accordance with the ICT/eSmart Policy.
- Communications and activities on the information networks provided by the school are subject to the same rules that govern student conduct and standards of communication.
- Students are subject to the Student Acceptable Usage Agreement when using ICT resources (whether accessing or using them from school, home or elsewhere).

## Warranty

- Each device is provisioned with a three-year warranty. Students and parents/guardians are to refer any technical issues to Casey Grammar School's ICT Department to obtain general care advice, for troubleshooting queries, repairs/warranty queries etc.
- Faults covered under warranty will be rectified by the school and/or its authorised partners.

## Non-Warranty Repairs (Damage To Device)

- If there is any fault or damage to the laptop that is deemed as non-warranty, then the fault or damage would generally relate to accidental damage/lack of care of the laptop.
- Any accidental damage/lack of care costs will be covered under a school accidental damage insurance program, but the excess payable relating to any insurance claim MUST be borne by the parent/guardian as outlined below.

## Repairs/Replacement/Insurance of Laptops Process

With regards to a faulty/damaged LAPTOP, the school advises that the below procedure is to be followed:

- The laptop must be brought directly to the school's ICT Department for assessment.
- The student must complete a laptop fault/damage repair form (available from the ICT Department).
- At the discretion of the IT Manager, the ICT Department staff may provide a replacement device to the student at that time. The loaned device is also subject to the terms specified in this agreement.
- The faulty/damaged device will then be repaired by the school and/or its authorised partners. The authorised repairer will determine the extent of the fault/damage and whether the matter is a warranty or non-warranty issue.
- If the fault/damage is a non-warranty matter, the costs charged by the authorised repairer will be covered under a school insurance program whereby:
  - (a) The first claim lodged for repair by the student will incur an excess fee payable of \$100.00.
  - (b) A second claim lodged for repair by the student will incur an excess fee payable of \$200.00.
  - (c) A third claim lodged for repair by the student will incur an excess fee payable of \$300.00.
  - (d) Any subsequent claim for repair will result in loss of the device.
  - (e) A replacement charger will incur a fee payable of \$75.00.These costs will be charged directly to the parents/guardians of the student.

## 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 & Discipline Policy and that we will be responsible for replacing or repairing a school issued laptop/device that may be damaged, lost or stolen.

Parent / Guardian Name: \_\_\_\_\_  
(Please print)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/s or Guardian)

## Student Agreement

I have read and discussed this policy with my parent/carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Student Name: \_\_\_\_\_  
(Please print)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)