Bring Your Own Device (BYOD)

1:1 Learning Program Guide

Including

Frequently Asked Questions,
Responsible Use Agreement (BYOD),
Acceptable Use Agreement (non-BYOD)
and Office 365 Consent Form
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Program Guide

1:1 Learning

Our modern technological society relies almost totally on global information and communication systems, both at work and for leisure. 1:1 Learning describes a learning environment where every student readily accesses these systems whenever they need them, through a networked digital device. Copperfield College’s 1:1 Learning Program aims to teach students how to use these devices and these systems to the benefit of our society.

Our Program

For the past five years Copperfield College has been developing a 1:1 Learning environment where students have access to their own digital device to use as a powerful learning tool. In 2016, the College 1:1 Learning program will be in the second year of Bring Your Own Device (BYOD). As the College transitions to BYOD in all year levels, students in year levels where parents have previously committed to a parent contribution scheme that funded a school-leased computer will continue in that program until leases expire. All newly enrolled students in 2016 will participate in BYOD, iPad at Years 7 and 8, and notebook for Years 9 to 12. A summary of this is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Continuing student from 2015</th>
<th>Newly enrolled student in 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>-</td>
<td>BYOD (iPad)</td>
</tr>
<tr>
<td>8</td>
<td>BYOD (tablet)</td>
<td>BYOD (iPad)</td>
</tr>
<tr>
<td>9</td>
<td>Notebook Lease (Year 3)</td>
<td>BYOD (notebook)</td>
</tr>
<tr>
<td>10</td>
<td>BYOD (notebook), after the return or purchase of school-leased notebook</td>
<td>BYOD (notebook)</td>
</tr>
<tr>
<td>11</td>
<td>BYOD (notebook)</td>
<td>BYOD (notebook)</td>
</tr>
<tr>
<td>12</td>
<td>Notebook Lease (Year 4)</td>
<td>BYOD (notebook)</td>
</tr>
</tbody>
</table>

Students in BYOD programs use their personally-owned devices at school as they would at home. There is a high likelihood that students take care of their own device rather than a school-provided device. The College will encourage students to use their devices in meaningful ways as an integral tool for their learning. As the device is owned by students or their parents/carers, it will be their responsibility the device is kept in good working order like any other personal possession.

Note we recommend a notebook computer for BYOD for Years 9 and above. Notebooks are also acceptable devices for our 1:1 Learning program in Years 7 and 8. An iPad is recommended primarily because of its greater portability and lower cost. Parents of students who do not currently own a device are encouraged to read the specifications for suitable devices prior to purchase.

Recommended Devices

The device must be wireless capable, with a minimum storage size of 16gb for an iPad (a notebook computer should have at least the minimum recommended RAM for its operating system and a hard drive with plenty of space), a minimum screen size of 8” for an iPad (a notebook computer with at least 11”), and must have a battery capacity to last longer than the school day (>7 hours) along with a video/ still camera, microphone and headphone socket. The device should be capable of being suitable for a student for at least 2 to 3 years. Note we recommend a purchase of a notebook computer for Years 9 and above, given their greater computing power and more widespread use in workplaces.

Any parent/carer with any query is encouraged to contact Glenn McLeod at Kings Park or Mark Nugent at Sydenham to discuss their child’s device.
**Recommended Applications**

Under the Department's Microsoft Agreement, the College is able to provide access to the Microsoft Office applications for all students with a BYOD device. Parents/carers are asked to sign and return the Microsoft Office 365 Consent form at the end of this document so that this access can be arranged. School leased notebooks have Microsoft Office and the Edustar suite of applications installed. Devices need applications for: word processing/ text editing (read and create rtf and docx files), pdf reading and creating, web browsing, presentations (read and create pptx files), calendar and task planning, spreadsheets (read and create csv and xlsx files), image/ sound/ video recording and editing, multimedia integrating (combine text, images, sound and video, and email (read and create).

**Purchasing Applications**

Parents/carers and students can also choose to purchase applications to install in addition to those provided under the Office 365 agreement since they own the BYOD device. Advice will be available at school regarding the free applications that may be useful for student use. It is envisaged that other applications that require purchase may be listed on future booklists. Digital textbooks may be recommended in the same way.

**Connecting to the School Network**

Either the Responsible Use Agreement (BYOD) or the Acceptable Use Agreement (non-BYOD) at the end of this document must be signed by parents and the student before any device is connected to the school network. BYOD students must bring their device to school where it will be checked by a computer technician that it is suitable BYOD, its details recorded, and then connected to the network.

**Caring for Devices**

The school recommends that students take all due care for their digital device, just as they would for any other personal belongings they bring to school. Note there is no school insurance for any personally-owned devices brought to school by any student. The College will not accept any responsibility for loss and/or damage to student-owned devices. Parents/carers are encouraged to clarify any insurance coverage by their existing household contents policy with their insurers or to investigate any insurance coverage they feel is needed. Parents should also be clear about any warranty coverage for their device.

The school highly recommends the purchase and use of a bag, cover or case to help minimise the risk of damage for a BYOD device, and that students using a school-leased notebook use the bag provided. Since the device will be used for learning every day, students are required to bring their device to school fully-charged, in good working order and take care of it when they transport it to and from school and between classes.

**Batteries**

Devices should be recharged at home and brought to school fully charged each day. The use of multiple power cords at school is impractical and unsafe and is therefore not permitted. Campus computer technicians can help identify problems with batteries, however, they cannot do any repairs.

**Backup**

Students are responsible for the backup of any data on the device. We encourage parents/carers and students to organise the use of external media or synching to home computers to store copies of files and reduce the possibility of data loss.

The Office 365 program will provide 'cloud storage' for students to store day to day copies of assignments and projects and submit work. The school servers also have storage space that can be used, however, this will not accommodate large multimedia files.
Problems with Devices

All technical issues with personally-owned devices are the responsibility of the student and their parent/carer. When a student has technical issues with their personally-owned device, the school technicians can assist with diagnosis and advice but cannot take any responsibility for the repair or the servicing of any personally-owned device. Campus computer technicians will not attempt to repair any damaged device since this may void the warranty for the device. Advice should be sought from the supplier of the device. All issues with a school-owned or leased notebook must be reported to the Campus computer technician. Parents and students do not have permission to deal with any issue with a school-owned or leased notebook.

Appropriate Applications and Files

All use of devices in class is subject to teacher direction, and must be for an educational purpose. Students should ensure that there is enough free space on any device for it to function as required for all educational activities.

Any applications and files on any device must not infringe licencing and copyright laws and must not break any signed Agreement. Any device found to contain inappropriate files or applications will be disconnected from the school network and parents/carers will be informed. As with any inappropriate behaviour of any student, inappropriate use will be managed by our student management processes.

Monitoring Device Use

The school reserves the right to observe any device when it is connected to the school network at any time. It also reserves the right to access any device connected to its network.

Network and Internet Usage

Access and usage of the school network and the Internet at school by a student will be governed by the Responsible Use Agreement or the Acceptable Use Agreement. Both student and parent/carer agree to abide by the guidelines by signing one of these Agreements. Students using the school network or the Internet inappropriately will be subject to disciplinary action and may be regarded as having broken their Agreement. Students should always use the Internet safely, that is not provide personal details, including full names, telephone numbers, addresses, images and passwords. Students should also behave appropriately and be respectful in all their online communications. The use of the Internet at school is continuously monitored, and content is blocked as required. It is a parental responsibility to monitor student access to the Internet at home.

Users and Security

As with any other device on the school network, students will be required to use a username and password to connect their device to the school network and subsequently the Internet. When devices are connected to the school network, certificates may need to be installed on them. Students do not have any permission to tamper with these certificates.

Virus Protection

Viruses have the potential to severely damage and disrupt the operation of any device as well as the school network. Students should take all preventative steps that will eliminate the possibility of downloading viruses, regularly run virus scans, particularly after accessing the Internet, using email or opening a file from a removable media source. If a device is found to have viruses on it, it will be disconnected from the school network and further action may occur depending on the situation.

Printing

The College intends to develop systems where electronic copies of files will be used for submission of drafts and finished tasks. However, students will be able to access printers in the library and in teams. Printing will continue to be monitored and controlled by school systems.
Frequently Asked Questions

1. **How will our 1:1 Learning Program improve learning?**
   A. Evidence over the past two decades has shown that students are more motivated and more engaged in their learning when they have access to real time information, digital learning resources and collaborative workspaces. By using their own device students have greater access to exciting learning environments, working and learning with peers and teachers, both in and out of school, developing skills and knowledge relevant to our technology rich world.

2. **Why have a 1:1 Learning Program rather than more computer classrooms?**
   A. We have implemented a 1:1 Learning Program to help improve student academic achievement through the use of technology and prepare students for their future which will be rich with digital technology. It also provides equity of student access to these digital resources at school and helps us continue to enhance and transform the quality of teaching. Computer labs do not provide access in this way. In a 1:1 Learning Program, each student has access to a device and can access their files all of the time. This encourages students to access their work outside of the classroom.

3. **What are the educational benefits of devices in the classroom?**
   A. The use of devices in classrooms will continue to develop as students and teachers become more familiar with the possibilities that improved access to digital resources can provide. Devices will be used as tools, helping students develop skills in information analysis and evaluation, problem solving and decision-making. Research suggests that most students already own and use digital tools on a daily basis for their educational, social and personal needs. It is our responsibility as a school to keep up with technological change and be at the cutting edge.

4. **Will teachers evaluate learning outcomes differently?**
   A. Students will continue to be evaluated against all the current standards using all the assessment procedures that are currently in place, in line with the Australian Essential Learning Standards (AusVELS), Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training (VET).

5. **How will students submit work completed on devices?**
   A. Students will access learning tasks, assignments and notes via the College’s network and the Internet while at school, using email, blogs, wikis and other tools, such as Office 365. At home, students will be able to access these resources with their device, if parents permit access to these resources through a home Internet connection. Even without home Internet access, students will be able to store projects and homework on devices and submit assignments when they bring their device to school.

6. **Why is it compulsory for my child to have a device?**
   A. We intend that all students will use their device frequently throughout the school day and at home for their learning. We feel that it is vital for children to develop the skills and knowledge to use digital devices and global information and communication systems effectively now, for their future. All students will then be able to access quality digital learning resources and achieve excellent educational outcomes throughout their time at Copperfield.

7. **Why does the school need an administration certificate on my child’s device?**
   A. We need to install a digital certificate to identify users who are using the College network. This permits students to access the Internet, send and receive email and print documents.

8. **What happens if my child forgets to bring the device to school?**
   A. The school will only have a limited number of desktop machines and other computers for students who forget to bring their device, so we cannot guarantee access to digital learning resources for these students. Students who persistently fail to bring their device to school will not be able to access everything they need for learning. We encourage all parents/carers and students to regard the device as a vital tool for learning.
9. **How will my child be able to identify their device?**
   A. Each device will have their serial number and machine address recorded with their owner’s details. These are unique identifiers that will assist in determining ownership if confusion arises. Students may personalise a privately-owned device but are not permitted to personalise school-leased devices.

10. **How should my child look after their data?**
    A. Students should keep backups of all their files. We encourage students to develop regular and reliable procedures for copying their files to an external drive, flash drive or storage media. Office 365 will also provide students with online storage facilities.

11. **In what condition should my child keep and transport the device?**
    A. The device needs to be in working order, so that it can be used for learning every day. A protective case should be used, to limit the possibility of damage to the device.

12. **Can other members of my child’s family use the device?**
    A. To reinforce the concept of ownership and foster a duty of care to the device, it would be preferable that the unit is not shared with others.

13. **Will my child’s eyes be adversely affected by looking at a device screen all day at school?**
    A. Your child will not be using the device in every class at all times, so there will be ample downtime when your child will be able to rest their eyes. In order to avoid eye-strain, students should use an appropriate screen resolution, viewing distance and angle. Despite having a small screen size, text and images on the screen can be easily rescaled to a larger size for easier viewing.

14. **Will the use of devices create cybersafety or cyberbullying issues?**
    A. The College currently has policies and practices in place to educate students about these issues. We will continue to promote and monitor the appropriate and safe use of technology when each student has access to a device, and we encourage parents also to be vigilant.

15. **What happens if a child breaks the Responsible Use or Acceptable Use Agreements?**
    A. Each student must be fully aware of the conditions regarding their use of digital devices at the College and the consequences should they fail to adhere to these conditions.
    By signing the Responsible Use Agreement or the Acceptable Use Agreement, parents and students are guaranteeing that the devices will be used appropriately. Students who break their agreement will be disconnected from the College digital network and further action may be taken regarding the inappropriate use.

16. **The school monitors usage at school, but who monitors it at home?**
    A. It is a parent/carers’ responsibility to monitor device use at home. We encourage parents/carers to be fully aware of the time and location the device is used and what it is being used for, and we suggest limiting when and how the device is used if there are any concerns.

17. **Will the device be used in every class?**
    A. Digital devices can be powerful tools for learning. Apart from allowing students access to a world of online resources, devices will also have a range of software which can be used for many purposes across all subject areas, assisting student learning and achievement.
    The College Curriculum already includes many uses of digital learning resources. Our 1:1 Learning Program increases the opportunities where these resources can be used in all classrooms, so that students will be able to use them when and where they are useful.
    Students will not be spending all their time on their devices. There will be times when the devices will not be used for entire lessons. There will also be lessons where the device will be used for the whole lesson. Whether or not the use of a device can support or enhance student learning will be the factor that determines if and how long the device will be used.
18. What should we do if a device is not working properly?
A. If a device is not working properly, students or parents/carers should not attempt to fix it themselves. The device may be taken to the campus computer technician to determine if the problem is a software issue. If so, the campus computer technician may be able to rectify it. If it is a hardware issue and the device is BYOD, parents should return the device to the place of purchase. Attempting to repair a device may void the warranty. College technicians will not carry out any repairs to any BYOD device. All issues with a school-leased equipment must be reported to the Campus computer technician. Parents or students are not authorised to repair or commission the repair of any school-leased device.

19. Does a device battery need to last all day?
A. Yes. Students are required to bring their device to school with the battery fully-charged. There is no provision in classrooms for students to recharge their devices. Power adaptor cables in a classroom are a tripping hazard which can damage devices and cause injury. Campus computer technicians may be able to assist with the diagnosis of a BYOD battery's condition but cannot change or repair it. Any issue with the battery in school-leased devices must be reported to the Campus computer technician. Students who fail to bring a fully charged device to school may be regarded as having failed to meet the conditions in the Responsible Use Agreement or the Acceptable Use Agreement.

20. Will the device be able to use the Internet at home?
A. Yes, if it is configured to work through your home Internet connection. Parents/carers and students may need the support of their home Internet service provider to do this.

21. What if I don't have access to the Internet at home?
A. Some families may not have Internet access at home. Although students will not be able to use the Internet to communicate, collaborate and access online resources, they will still be able to use their device to complete work. If students plan ahead, files and other resources may be downloaded at school then taken home to help complete work.

22. What will happen if my child’s device crashes and they lose their work?
A. Students should keep multiple backups of their work – on the device, in 'cloud' or network drives, and on backup drives at home. In the event of a crash, after the device is working again, files can be copied back from backups. The use of online storage and synchronising with home computers is encouraged. Signing the Office 365 Consent will allow students to access 'cloud' storage.

23. Can my child leave the device at school over night?
A. No, it is not safe to leave a device at school overnight. Students should take the device home every day to complete homework and charge the battery. The College will not accept any responsibility for loss and/or damage to student-owned devices, and students will be responsible for damage or loss to any school-leased devices that have not been dealt with in a secure manner.

24. What applications will be needed to be on devices?
A. All BYOD devices will be able to access the Microsoft Office suite given the Office 365 Consent has been signed. The range of software loaded onto the device will be determined on the type of device that is purchased e.g. all new iPads have software for word processing, spreadsheets and creating multimedia presentations, as well as movie and music editing software. It is anticipated that the installation of additional applications may be required for specific subject areas. All school-leased device have Microsoft Office and the Edustar suite of applications installed on them.

25. What other peripherals or other features should I consider?
A. Other peripherals that could be considered are bags, cases or covers to protect a device as it is transported, bluetooth keyboards for iPads and external storage devices for backup. The ability to print at home would provide students with the ability to preview and submit work.
Responsible Use Agreement (BYOD)

Student Agreement

By signing this document along with my parent/carer and checking the boxes below, with regard to any digital device I bring to school, I agree to:

- follow all teacher instructions with regard to my device, only using it in a classroom according to explicit teacher instructions,
- be a safe, responsible and ethical user whenever and wherever I use ICT resources or any digital device,
- use the Internet for educational purposes, seeking to understand the terms and conditions of websites and online communities and being aware that content I upload or post is my digital footprint,
- use social networking sites safely, responsibly and ethically and only at school when directed by teachers,
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
- support others by being respectful in how I communicate with them and never participating in online bullying (including forwarding inappropriate messages or images and other harmful or hurtful behaviour),
- seek teacher permission and permission from individuals before taking photos, or recording sound or videos,
- protect my privacy rights and those of other students by not publishing personal details including full names, telephone numbers, addresses and images,
- abide by copyright procedures when downloading or publishing website content, asking permission to use images, text, audio and video and cite references where necessary,
- think critically about other users’ intellectual property and how I use content from the Internet,
- not interfere with network security or the data of another user, nor attempt to log into the network as another user, nor reveal my password to anyone except the system administrator or a teacher,
- not knowingly bring to school any inappropriate applications or files infected with viruses on my device,
- be responsible for all care, maintenance or repair of my device, and
- charge my device at home so that I do not create any danger or health risk by using chargers at school.

This section is to be retained by the College

Responsible Use Agreement (BYOD)

I acknowledge that I have read this Responsible Use Agreement carefully and understand the significance of the conditions. By ticking the check boxes above, I agree to abide by these conditions. I understand that any breach of these conditions may result in disciplinary action and/or reporting to appropriate authorities.

Student Name: ..........................................................  Homegroup/Mentor: ..................................................
Student Signature: ......................................................  Student ID:..................................................  Date:.........................
Parent/Carer Name: ....................................................  Parent/Carer Signature: ........................................  Date:.........................

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this agreement.
Microsoft Office 365 Consent Form

Information about Microsoft Office 365

Our school is trialling the use of Microsoft Office 365 to test its suitability for use in the classroom. We need to seek your consent to your child use of Office 365. Under the Information Privacy Act 2000 (Vic) (IPA), this is required because Office 365 uses ‘cloud computing’, meaning Microsoft stores information from Office 365 outside Australia. The IPA imposes rules on how your personal information is used, including where it is stored.

Office 365 is an internet based service by Microsoft, with the potential to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities from school, and at home. It is not for student records. No student address information, health, medical, behavioural or welfare information will be stored in Office 365. Office 365 provides the potential to improve the way our staff and students create, share and collaborate with each other, and the potential to communicate with staff and students at other Victorian Government schools.

Whilst we are keen to see whole classes experience the benefits of Office 365, if you do not provide consent, your child will not have access to Office 365 and alternate arrangements for allocating work will need to be made. At the conclusion of the trial, we will make an informed decision to continue using Office 365, or make arrangements to move to another system. We look forward to your support, and your child’s participation in the trial. Should you have any concerns please contact Glenn McLeod at Kings Park or Mark Nugent at Sydenham.

Collection, purpose and storage of personal information

If your child uses Office 365, personal information such as their name and schoolwork (which may include photographs and recordings) will be collected by the system and stored on databases outside Australia. Office 365 is being trialled to explore its potential to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities both at school and at home.

Accuracy of personal information

We endeavour to ensure that all information held about your child is up to date and accurate.

Using personal information

School staff may access your child’s personal information kept on Office 365, as part of its duty to monitor student work and support the safe and appropriate use of equipment and systems. If personal information is disclosed in any other way to other employees, contractors or agents of the Department of Education and Training (DET), then DET will remain responsible for protecting the information unless these people or organisations are required to comply with the IPA or a law that is substantially similar to the IPA. DET may also be compelled by other laws to disclose information held about you or your child to other bodies such as a court.

Accessing personal information

You can access personal information held by DET about you and your child under the Freedom of Information Act 1982 (Vic). If a mistake in that personal information is identified, DET is required to correct it under the IPA.

This section is to be retained by the College

Consent for Student Use of Microsoft Office 365

By signing and returning this form I acknowledge that:
• I have received and read this Privacy Information and Consent Form,
• I understand how my child’s personal information will be collected, used, disclosed and managed,
• I understand that this consent will continue while my child continues to use Office 365,
• I understand that I can withdraw this consent at any time,
• I understand if the school determines that personal information is no longer required or relevant, the use of personal information will cease, and
• I have read the information about Office 365 and provide permission for my child to access this service.

Student Name: ___________________________ Homegroup/Mentor: ___________________________
Student Signature: ___________________________ Student ID:_________________________ Date:____________
Parent/Carer Name: ___________________________
Parent/Carer Signature: ___________________________ Date: ______________

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this consent.
Acceptable Use Agreement (non BYOD)

Notebook, Digital Devices and Information Technologies (ICT)

The Internet, digital devices (such as the notebooks provided through the College 1:1 Learning Program) and other digital technologies (such as mobile phones) are valuable ICT resources that can be used powerfully to support teaching and learning. Students are also spending increasing amounts of time online, learning and collaborating, at school and at home. Students must use these technologies safely and responsibly, for instance by learning how to be careful and sensible when online. Smart, safe and responsible behaviours are explicitly taught at our school. It is vital that parents/carers reinforce these behaviours at home, so that students do the right thing by themselves and others, particularly when adults are not supervising. Consequently, every student is required to agree that they will use these resources responsibly at school and use school resources responsibly at home by signing this Acceptable Use Agreement. Note that this Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

Student Agreement

By signing this document along with my parent/ carer, with regard to my school device, I agree to:

1. care for my school device, making every effort to ensure good condition and proper working order,
2. always ensure I carry the device in its case between classes and to and from school, and not leave it where it is likely to be damaged or lost e.g. on the floor or ground, or in an unlocked locker,
3. report all device damage, loss, theft or malfunction to the computer technician or office asap,
4. back up files on removable data storage, ensuring only appropriate files are stored on the device,
5. not tamper with the operating system or applications installed on the device, maintaining all settings for virus protection, spam and filtering that have been made by the school,
6. not ‘personalise’ the device in any way e.g. adding stickers, writing/scribing on it, removing labels,
7. charge the device at home every night, and bring the device to school fully charged each day,
8. return the device to school immediately should I leave school or change schools,
9. pay any yearly contribution costs or contact the school to make payment arrangements,
10. pay all repair costs of non-warranty damage, and not void warranty by attempting unauthorised repair, given warranty covers manufacturer defects and normal use, not negligence, abuse or malicious damage,
11. provide a police report to the school in the case of suspected theft and pay any excess cost,
12. abide by the principal’s decision regarding the provision or use of any replacement device,
13. acknowledge that the school is the sole lessee of any device until the lease period has expired (at this time, parent purchase of devices will be investigated), and
14. seek teacher approval before I bring to school, download or run any programs not provided by the school.

With regard to my use of ICT resources and any digital device, I also agree to:

15. be a safe, responsible and ethical user whenever and wherever I use ICT resources or any digital device,
16. use the Internet for educational purposes, seeking to understand the terms and conditions of websites and online communities and being aware that content I upload or post is my digital footprint,
17. use social networking sites safely, responsibly and ethically and only at school when directed by teachers,
18. talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
19. support others by being respectful in how I communicate with them and never participating in online bullying (including forwarding inappropriate messages or images and other harmful or hurtful behaviour),
20. seek teacher permission and permission from individuals before taking photos, or recording sound or videos,
21. protect my privacy rights and those of other students by not publishing personal details including full names, telephone numbers, addresses and images,
22. abide by copyright procedures when downloading or publishing website content, asking permission to use images, text, audio and video and cite references where necessary,
23. think critically about other users’ intellectual property and how I use content from the Internet, and
24. not interfere with network security or the data of another user, nor attempt to log into the network with as another user, nor reveal my password to anyone except the system administrator or a teacher.

Section A: This section is to be retained by the Parent/Carer

**School Device and ICT Acceptable Use Agreement**

I acknowledge that I have read the Acceptable Use Agreement carefully and understand the significance of the conditions. I agree to abide by the conditions of this agreement. I understand that any breach of these conditions will result in the loss of use or access to a device or ICT, or the provision and use of a device or ICT may be withdrawn or restricted, and may also result in other disciplinary action and/or reporting to appropriate authorities.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Homegroup/Mentor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
<td>Student ID:</td>
</tr>
<tr>
<td>Parent/Carer Name:</td>
<td></td>
</tr>
<tr>
<td>Parent/Carer Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Serial Number:</td>
<td>Asset Number:</td>
</tr>
</tbody>
</table>

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this agreement.

Section B: This section to be detached and retained by the College

**School Device and ICT Acceptable Use Agreement**

I acknowledge that I have read the Acceptable Use Agreement carefully and understand the significance of the conditions. I agree to abide by the conditions of this agreement. I understand that any breach of these conditions will result in the loss of use or access to a device or ICT, or the provision and use of a device or ICT may be withdrawn or restricted, and may also result in other disciplinary action and/or reporting to appropriate authorities.

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<td>Date:</td>
</tr>
<tr>
<td>Serial Number:</td>
<td>Asset Number:</td>
</tr>
</tbody>
</table>

College Stamp to be inserted here upon collection of device

Parent signature to acknowledge that device has been received:

| Serial Number: | Asset Number: |

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3888 (Sydenham) to discuss any matter relating to this agreement.