



Acceptable Use of School Technology Guidelines

These guidelines clarify the acceptable use of College Assigned Devices (CAD's) in the event of school closure and devices are sent home for continuity of learning.

Acceptable Use of College Assigned Devices

Below is an outline of the conditions of use of College Assigned Devices.

By using any of the College devices, you are agreeing to abide by the following conditions.

- Students are to log on with their own username and password.
- Students are to log off when leaving the device (not simply lock the workstation or hit the RESET button).
- Students must not install software onto the device from either the Internet or software that from home.
- Students will not use any device to play any form of game other than that specified by a teacher for specific educational reasons.
- Students will not alter any setting on devices, including screen savers and wallpaper.
- Personal videos, photos and music are not to be saved or shared with other students, unless students are instructed to do so by a teacher.
- Students must not delete College apps from their CAD.
- CADs are not to be used to access chat rooms or social media (i.e. Facebook, Twitter etc.) nor sending messages by any means, unless authorised to do so by the teacher. At all times, any communication conducted through CAD's must be non-abusive, non-threatening and without profanity. (We encourage students to make effective use of technology to build others up and to communicate in a respectful manner.)
- If a staff member suspects a breach of these guidelines, they may confiscate the CAD and refer the matter to a member of the school leadership team to investigate.
- Students must not interfere with another student's device.
- No inappropriate content is to be viewed or stored on their CAD such as: music of a profane nature, or images/games that are pornographic, distasteful, irreligious or violent in nature. If in doubt, always err on the side of caution and remove such material.
- The camera is not to be used to capture compromising images or video of any person, or which are suggestive, mocking or show them in a state of semi undress or nudity.
- Students must always first obtain consent from anyone whom they film or photograph. Students must check with the relevant teacher before publishing (online or for a print audience) any image of a student or staff member.

Acceptable Use of the Internet/Emails

Below are the conditions for use of the Internet/Emails on a College device. If you access any Internet/Emails on a CAD you are agreeing to the following conditions:

- Students will not use the Internet to play any form of game other than that specified by a teacher.
- Students will not use the Internet to load or save any program that violates any form of property rights or copyright. The practice of copying and using others work without

acknowledging the source is plagiarism.

- Students will not use any private email (all email accounts must be College issued).
- Students will not use a proxy or unblock sites to bypass Internet filtering put in place by the College.
- Students will not use the Internet or emails to access material that is violent, pornographic or offensive. We encourage students to use this technology as a constructive and edifying tool for their education.
- Students will not use any form of communication to tease, harass, threaten or bully any other person.
- Students will use the Internet and emails only for College projects and approved academic pursuits.
- Students must respect the privacy of others by not publishing personal information about them via the Internet or other digital or print forms of media unless they have consent from the person involved.

Damage to College Devices

There is an expectation that students will treat CAD's with the same level of care afforded to an item they personally own. In the event of damage, the replacement cost of the device will be charged to families.



Acceptable Use of School Technology Contract

Please discuss the contents of the **Acceptable Use of School Technology Student Guidelines** with your child and complete the sections below. Once complete, please return this signed contract to the College's Front Office and CAD will be released to students to take home.

SECTION 1	
Students in Years 7-12 must complete Section 1 to indicate that they understand their responsibilities as outlined in this document. (NB: Students in Kindergarten to Year 6 are not expected to complete Section 1)	
Student Name	Year Level
<p>DECLARATION:</p> <p style="text-align: center;">I have read the conditions of the Acceptable Use of School Technology Guidelines and agree to abide by them.</p>	
Student Signature	Date

SECTION 2	
Parent Name	
Parent Address	
Student Name	Student Year
<p>DECLARATION:</p> <p>I have read the conditions of the Use of School Technology Student Guidelines and discussed them with my child. I support the College and will reinforce the importance of abiding with this policy. I understand that internet access and usage of CAD's is designed for education purposes. I also recognize that, although the College has monitoring procedures in place to restrict access to controversial and potentially offensive materials, this may sometimes be evaded by students. I also acknowledge that failure of my child to follow guidelines set out in this document may result in disciplinary action being taken by the College. I also acknowledge that the College may provide my child with an email account.</p>	
Parent Signature	Date