

# *St Augustine's College Electronic Equipment Acceptable Use Agreement*

At St Augustine's College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

## **At our School we:**

- Have a Sole Matrix and policies that outline our School's values and expected standards of student conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - Duty of Care and Supervision  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules  
[www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner  
(<https://www.esafety.gov.au/education-resources/iparent>)

## **Ownership / Warranty / Insurance**

- The School shall be deemed to have retained title to all the Equipment at all times
- Laptops and iPads are covered by Apple's warranty.
- Accidental damage is covered by insurance; however, an excess will be charged. Currently, this excess charge is \$150 for laptops and \$100 for iPads. A student found to have wilfully damaged or caused repeated careless damage to their equipment will be liable for the full repair cost or replacement.

## **Damage or loss of Equipment**

- If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

## **User responsibilities**

- Devices must be in a student's possession or kept in a secure location.
- Do not lend your device to other students OR borrow a laptop from another student.
- Devices must be carried and transported appropriately on campus. They should be carried in their approved cases.
- Students may store documents or other files on the Equipment, and the Student is responsible for making backup copies of such documents and files
- Students shall immediately notify the IT Department if the equipment is not in good operating condition or is in need of repair.
- The Student shall make the Equipment available to the IT Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

This agreement has been developed using the following policies and resources which are available upon request.

- Cyber Safety Policy
- Social Media – Student Usage Policy
- Student Mobile Phone & Device Policy
- Bullying Prevention & Intervention Policy
- Information & communication Technology Policy (ICT)
- Bullystoppers Parent Interactive Learning Modules

## Student declaration

When I use digital technologies and the internet 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another student: and
- Not harm the reputation and good standing of the College or those within its community.

## Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

**Student name:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_