Electronic Equipment Acceptable Use Agreement

St Augustine's College Electronic Equipment Acceptance 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.
- 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.
- The following websites contain information about cyber bullying:
  - http://www.thinkuknow.org.au
  - http://www.esafety.gov.au

Ownership / Warranty / Insurance

- The school shall be deemed to have always retained title to all the equipment.
- Laptops and iPads are covered by Apple's warranty.
- Accidental damage is covered under Apple Care +; however, service fees apply. Currently, service fee Mac level 1 is $149, or service fee Mac level 2 is $429 for laptops and replacement cost for iPads. These additional charges will be the responsibility of parents/guardians.

Servicing

- If the student's device is not working correctly or has been damaged, it must be brought to the College IT Office. All servicing of College Devices is to be carried out by St Augustine's College staff or its agents.

User responsibilities

- Behave appropriately with your device and around other devices as you may be liable for the damage of other devices.
- Be responsible for and treat the device with appropriate levels of care.
- Devices are not to be marked in anyway, it is to be returned clean and in good condition and working order prior to the student leaving the College or when St Augustine's College requests it.
- Devices must be in a student's possession or kept in a secure location.
- Chargers (including the wall adaptor and USB-C cable) are to stay at home unless requested by IT to be brought to school.
- Students are expected to bring their device to school fully charged.
- 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 needs 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.

Parent/Guardian Responsibilities
- Support the College's IT Program by ensuring that their children abide by all conditions/responsibilities.
- Be aware of their children's use of the device when away from the College.
- Pay for the cost of repairs or replacement if their device or any accessories supplied by the school i.e. chargers or cables have been damaged, lost or stolen.

Breaches of the user agreement

- Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the College and may include any or all of the following:
  - a discussion with the student
  - informing parents/guardian
  - loss or suspension of student access to school ICT networks, resources or facilities
  - taking disciplinary actions
  - recovery of any incurred costs
  - remove a device and any other equipment from student's possession.
  - cancel this agreement

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

- Social Media – Student Usage Policy
- Student Mobile Phone & Device Policy
- Student Bullying and Harassment Prevention Policy
- ICT Usage Policy

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 behaviour.
- 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 notify the IT department 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 username or password of another student or staff member: and

- Not harm the reputation and good standing of the College or those within its community.
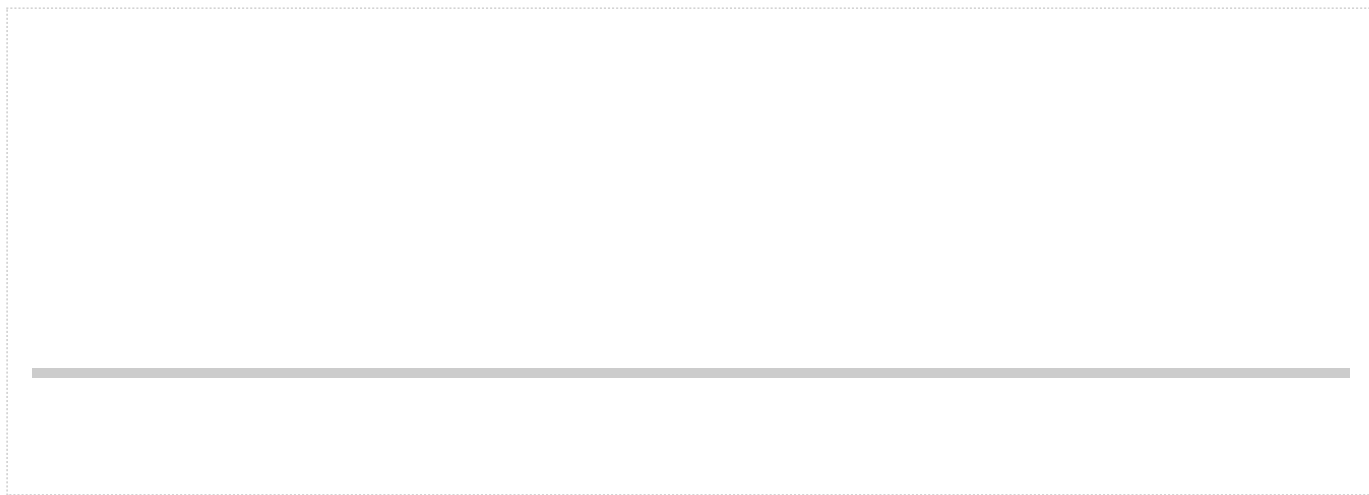
Signature
I understand and agree to comply with the terms of acceptable use and expected standards.
of behaviour set out within this agreement.

Student name:

Student Signature

Clear

Print your name

Please sign here

Date

Parent/Guardian name:*

Parent/Guardian Signature*

Clear

Print your name

Please sign here

Date