

# Galen Catholic College



## **Student Laptop: Responsible Use Agreement**

2018-2020

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# Computer Use Agreement at School

The Galen Catholic College 1:1 laptop program aims to provide the opportunity for each student to have a laptop computer for his or her schooling. The aim of the program is to give your son or daughter the opportunity to learn using a laptop that they will have access to both at home and at school.

There are a number of requirements for participation, including that students and parents participate in an induction program before laptops are issued. When all requirements are met, students will be able to take their laptop home after completing their induction workshop. As part of the program, computer use agreements are required to be signed by students and parents/caregivers in relation to the use of the computers at school and at home. This agreement supersedes all previous signed agreements relating to computer use at school.

When a laptop is taken home it is considered to be on loan from the school to the student for either a short or long-term period. If it becomes necessary to add/amend any information on the condition, you will be advised in writing.

## **Procurement/ Disposal**

All equipment is the property of Galen Catholic College. Upon request, the laptop needs to be returned in good condition with no external markings and with all private data and software removed.

## **Acceptable Use**

The school has provided guidelines in this document and the Galen Digital Citizen Policy (available on the Galen Parent Portal).

All students and their parents/caregivers are required to sign a User Agreement, which covers the care, use and management of computers in a cybersafe learning environment. Included in the management are security, email, Internet access and virus protection as well as cybersafety.

The use of school applications and files is for the benefit of students' learning. The use of the allocated computing resource is on the understanding that your child will access applications and files in safe and ethical ways. Your child needs to be aware that the school's wellbeing and behaviour management processes extend outside of school hours and off site. Galen Catholic College reserves the right to monitor the content of laptops on loan. This includes email filtering and monitoring.

## **Cybersafety**

Galen Catholic College is committed to being a cybersafe learning environment. Please see the attached Strategies to help us stay safe when using ICT at school and after formal school hours.

It should be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the principal has the authority under the regulation pursuant to the Education Act (1972) to suspend or exclude a student from attendance at school.

If the principal suspects an electronic crime has been committed, this must be reported to Victoria Police. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device - for example a laptop, the device will be confiscated and handed to the investigating police officer. The police will determine any further action.

## **Using the Internet**

Students must only connect to the College's network whilst at school. The following actions are considered not acceptable by the College:

- Using a mobile hotspot (e.g. mobile phone data sharing, or another similar device).
- Connecting to the Internet through a proxy or VPN service.
- The use of chat clients (e.g. Messenger), or playing LAN games.
- Downloading large, non-school related files.
- Changing of any network settings.
- Attempting to remove any Internet filtering software installed by the College.

Students must not seek to find any information that could harm, embarrass or offend. If students should accidentally come across sensitive or offensive material they must exit that screen immediately. Retrieval, viewing, or posting of any material that is sexually explicit, obscene, violent, or offensive is prohibited.

Students must not divulge any personal information about themselves (e.g. home addresses, telephone numbers, EFTPOS or credit card numbers) online. Students must also not attempt to invade the privacy of others, send anonymous messages or messages with offensive language. Students are reminded that their College email accounts are not private and filtering is in place.

## **Copyright, Music & Media Files**

Students must adhere to any laws pertaining to copyright, other intellectual property rights and licensing agreements. All software, music, games, images, and material on a student's laptop must not be in violation of any laws. The downloading, sharing, storing, and playing of illegal or pirated material is prohibited. Any illegal material will be deleted upon discovery, repair or upgrade, resulting in a complete re-imaging of a student's laptop. Students are permitted to store music and other media on their laptop.

## **Care of Laptops**

Students are expected to care for loan laptops in relation to carrying, cleaning, storage and security both on and off-site. Students are expected to bring loan laptops fully charged to school each day. Chargers should not be taken to school. Parents must ensure that students report lost, stolen or damaged laptops to the school within 24 hours of the incident occurring. If a laptop has been lost or stolen, it must be reported to the police.

In some cases, parents may be responsible for the full replacement cost of the laptop. For example, if the damage is wilful or if it is lost from an unsecured location. If a loan laptop is damaged or lost by neglect, abuse or malicious act, the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop on loan for home use. In such cases repair or replacement costs may be passed on to the parent/caregiver for payment. Any replacement computer will usually be the same age and model as the one it replaces and may be pre-used by other students.

Students are obligated to be responsible and treat their College-issued laptop with appropriate levels of care. Laptops are to be well maintained and kept clean and tidy. All laptops have a hard-shell plastic case installed. This is not to be removed by students. In addition to this, students must refrain from putting stickers on their College-issued laptop.

## **Repair and Maintenance**

The laptop is covered by a three-year manufacturer's warranty. The school will provide hardware, software and network support. The school will also provide software updates when required.

The laptops are covered by an Apple three-year warranty, excluding damage due to accidents, liquid spills, submersion and unauthorised service or modification. The warranty does include telephone support for any laptop issues. Students are asked to see the IT Helpdesk if they are experiencing issues with their laptop.

Insurance of the laptops has been arranged by the College. Accidental damage is covered by insurance; however, an excess will be charged. Currently, this excess charge is \$150. A student found to have wilfully damaged or caused repeated careless damage to their laptop will be liable for the full repair cost of the laptop.

### **‘Hotswap’ Laptops**

Galen Catholic College has established a small pool of replacement ‘hotswap’ laptops for students to use if their laptop is unavailable due to repair. These laptops are not available to students who have forgotten their laptop at home.

### **Non-school Applications and Files**

At all times, the performance of laptops is for the primary purpose of student learning. Some software can slow down the performance of the device or corrupt it so that it is unusable. The school may not support software installed by students. If software is installed by a student that creates an issue on a student’s laptop, IT will remove the problem software.

The consequence of contravening school policies on the use of non-school applications may be the restoration of the laptop to its original specifications, with the consequential loss of all student data. It is the responsibility of the student to ensure files related to their learning are backed-up in an alternative location as good practice.

### **Breaches of this Agreement**

Adherence to the guidelines will help ensure a positive, supportive, productive, and safe learning environment for all students at Galen Catholic College. Students must adhere to the directions of teachers and College staff at all times. Students should not attempt to open any application or file unless instructed to do so by a teacher. Depending on the seriousness of a particular breach of this agreement or other policy, an appropriate response will be made by the College. Possible responses could include one or more of the following:

- a discussion with the student
- informing parents or guardians of the incident
- loss or suspension of student access to the school ICT network, resources or facilities
- taking disciplinary action
- recovery of any incurred costs
- removal of a laptop or any other equipment from a student’s possession
- cancellation of this agreement

- if illegal material or activities are involved, it may be necessary for the school to inform Victoria Police.

**Transfer of Ownership**

If your child leaves within three years, any loan laptop must be returned to the school. As part of the return process, a maintenance check will occur to ensure that the laptop is in good order. Any repair or replacement costs may be passed on to the parent/caregiver for payment.

**Changes to this Agreement**

The College reserves the right to amend this agreement as necessary. These changes may be brought about due to changes in technology, legislation, or policy. Any changes will be communicated to you in writing.

# Strategies to help keep Students Cybersafe

Parents and caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cybersafe is no exception, and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours. Some helpful guidelines for students are below.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g. bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
  - access, attempt to access, download, save and distribute only age appropriate and relevant material
  - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
  - not show others
  - turn off the screen or minimise the window
  - report the incident to a teacher immediately.
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.



11. My privately-owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, is also covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - Photos of me and/or people close to me.
  - I will respect all school ICT resources and will treat all ICT equipment and devices with care. This includes:
    - Not intentionally disrupting the smooth running of any school ICT systems
    - not attempting to hack or gain unauthorised access to any system
    - following all school cybersafety strategies, and not joining in if other students choose to be irresponsible with ICTs
    - reporting any breakages/damage to a staff member.
14. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
15. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
16. If I do not follow cybersafe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

# Galen Student Laptop: Responsible Use Agreement

## Student Agreement

I have read and understood the *Student Laptop: Responsible Use Agreement 2018-2020*, incorporating cybersafety (for more information see the *Cybersafety Strategies at Galen Catholic College*) and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that failure to comply with the Laptop Use Agreement could result in a recall of the on-loan laptop and/or loss of access for home use.

Student Name:

\_\_\_\_\_

Homeroom:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Parent/Caregiver Agreement

I have read and discussed the *Student Laptop: Responsible Use Agreement 2018-2020* with my child, incorporating cybersafety (for more information see the *Cybersafety Strategies at Galen Catholic College*) and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that the failure of my child to comply with the Use Agreement could result in behaviour management processes of the school being invoked.

I have ensured that the *Student Laptop: Responsible Use Agreement 2018-2020* has been signed by my child, and I am aware that any costs associated with repairs or replacement of Information and Communication Technology (ICT) equipment while in the care and custody of my child may be borne by me the parent/caregiver.

I understand that the Laptop is covered by insurance, with some conditions and exceptions. Details of these condition and exceptions can be found in this agreement, which is also available on the Galen Parent Portal. I am aware that signing and returning this form constitutes a commitment to pay in the event that there are costs associated with repairs or replacement of 'on loan' computing devices damaged while in the care and custody of the student.

Parent/ Guardian

Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:




\_\_\_\_\_

This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

**THIS IS A COPY OF THE AGREEMENT FOR YOUR REFERENCE**

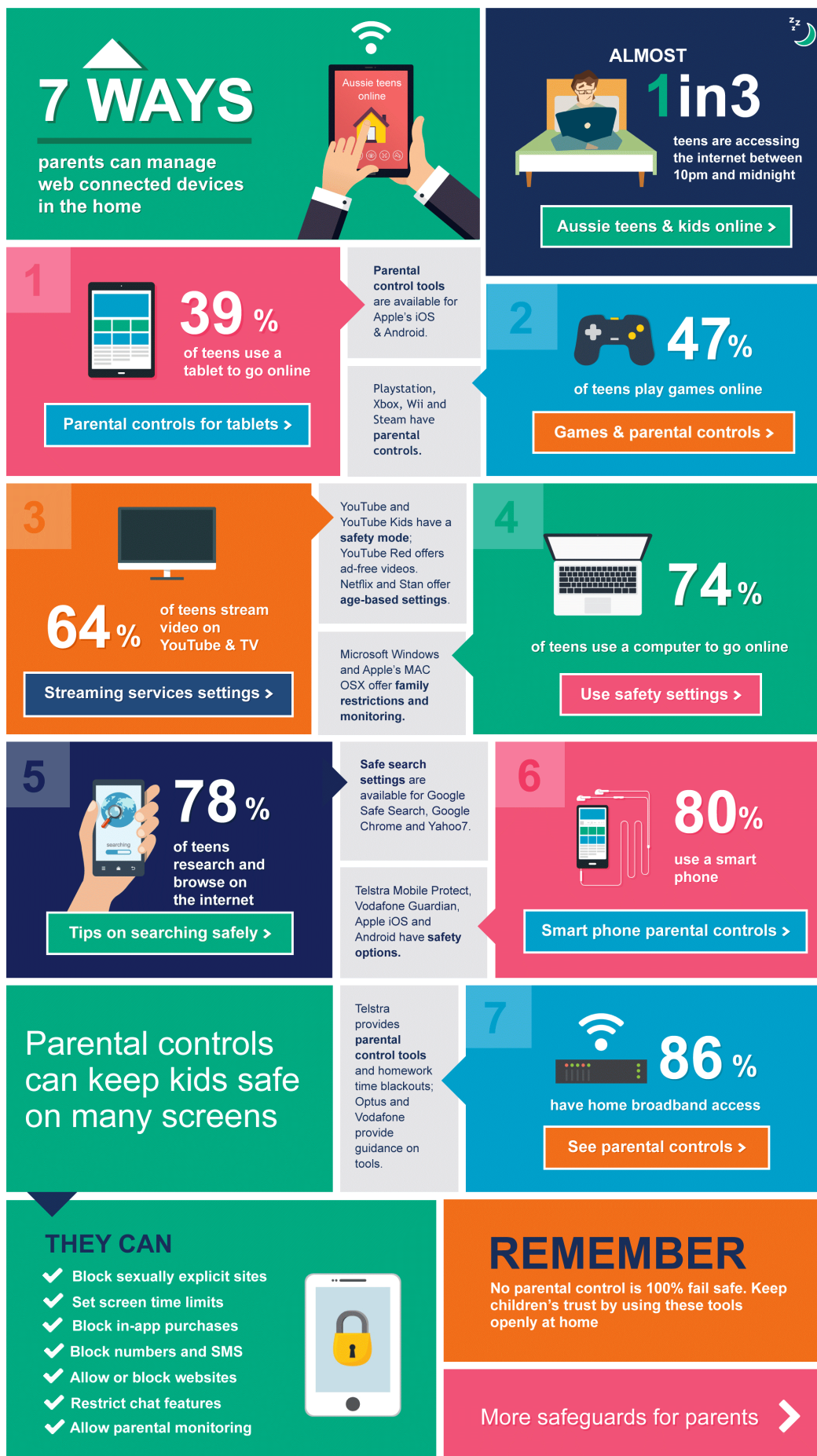
# Cybersafety Information for Parents

Parents can find further information to support them with cybersafety at the following locations:

<b>Australian Communications and Media Authority</b>  <a href="https://www.acma.gov.au/">https://www.acma.gov.au/</a>	
<b>eSafety Commissioner</b>  <a href="https://esafety.gov.au/">https://esafety.gov.au/</a>	
<b>iParent</b>  <a href="https://www.esafety.gov.au/iparent">https://www.esafety.gov.au/iparent</a>	

The websites above contain valuable information for parents. If you need further support regarding cybersafety and your child please do not hesitate to contact the College.

The iParent website contains useful resources on *online risks*, *staying safe online*, *multimedia reviews*, and *online safeguards*.



Source: <https://www.esafety.gov.au/education-resources/iparent/7-ways-infographic>