



St Agnes Catholic Primary School

Technology Program

Student & Parent Acceptable Use Agreements



1-1 iPad Program 2024

This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to iPads and other technology resources.

Parent/Guardians Responsibilities:

- Parents/ Guardians are asked to review and discuss the contents of the *Acceptable Use of Technology Resources* with the student and answer any questions that they may have. Any queries in relation to this material should be directed to *Dean Estreich APRE*.
- Parents/ Guardians understand that while there are internet restrictions in place when students are at school, they are responsible for placing/monitoring internet search restrictions at home.
- Parents/Guardians understand that Brisbane Catholic Education (BCE) and/or St Agnes Primary School may remotely access school-owned student devices for management purposes. Devices are managed by BCE's supported Mobile Device Management software.

Student Responsibilities:

- Students are agreeing to comply with all requirements as set out in the *Acceptable Use of Technology Resources* policy and all other relevant laws and restrictions in their access to various technology resources through St Agnes and Brisbane Catholic Education Networks.
- Students are agreeing that they are responsible for their physical device and all components. This means that they will:
 - Treat the iPad and apple charger with care by keeping the device stored in the protective case and in the carry case when travelling around the school as well as to and from home (Years 4-6). Students are given a device, apple charger, protective case, carry sleeve and headphones at the start of their 1-1 device journey (in Year 3) and need to return all of these items in working order at the end of each year. If they lose and/or break any components, they are responsible for the replacement of the exact same item – for example, if the apple charger or cord has been lost or broken, it must be replaced with a new apple charger or cord.
 - Ensure that their device is recharged every night and comes to school with enough battery life (over 50%) to fully participate in learning activities (Years 4-6).

By digitally signing this Consent Form through EdSmart, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Technology Resources* policy and acknowledge they will be responsible in the event of any breach and that there may be associated consequences.

Guidelines for Acceptable Use of Technology – St Agnes Primary School

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all St Agnes Primary School technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal device or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

2. Students must only access **St Agnes Primary School** technology resources for schoolwork. **Students must not:**

- change any settings unless advised by a teacher
- use the device for entertainment purposes (play games, watch videos) unless advised by a teacher
- buy or sell items, applications or services over the internet
- access or enter online communication outside of school authorised platforms
- access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment
- amend documents created by another person without the author's consent.
- airdrop content to others without permission
- amend documents created by another person without that student's consent
- download, install or use unauthorised applications
- gain unauthorised access to any system by any means
- use technology to access documents or content intended for another student
- deliberately install viruses or other malware
- use technology to attack or compromise another system or network

Confidentiality and Cybersafety

3. Students should be aware that material they post online (including-social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community. Once information is on the internet it may not be possible to remove it. Students must be aware of their digital footprint and the lasting impact that it can have to their lives and that of others.

4. For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post their own or anyone else's address, telephone number or other personal details online. Students should not distribute someone else's personal information without informed consent from the individual or their guardian.
5. Students should be aware that persons on the internet might not be who they say they are. Students must not arrange to meet persons who they have met online.
6. St Agnes Primary School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
7. Students should be aware that 'Cloud' based tools and services are used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.

Cyberbullying and defamation

8. Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

Security

9. Students must regularly check for and complete updates on their devices to ensure they remain secure.
10. Students must use a secure password or passphrase and keep their username and password information private. The password should be changed regularly in line with the Australian Curriculum and should be difficult for other people to guess. Students should take steps to ensure their device is inaccessible to others when unattended, e.g., lock screen.
11. Students must not use another person's name and password to access resources.
12. Students must report a suspected breach of security to a teacher. Some examples of breaches of security could include:
 - Disclosing username and password to another person
 - Disclosing private or confidential information to unauthorized persons
 - Gaining access to unauthorized systems
 - Downloading or installing unauthorized software programs
 - Accessing others' electronic communications or property without permission
 - Receiving communication from an unknown source

Copyright

13. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use St Agnes technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.
14. The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use St Agnes Primary School technology resources to copy, download, store or transmit any such material that may include music, images, videos or any other form of media.

Consequences following a breach of this policy

1. Any breach of this policy will be taken seriously and followed up by a member of the school's Leadership Team.
2. Any known breaches of these Acceptable Use conditions must be reported by St Agnes Primary School to Brisbane Catholic Education.
3. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
4. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

If students find anything that upsets them, make them feel uncomfortable, or that they know is not acceptable at school, they will **Recognise – React – Report** it to a teacher or staff member straight away.

Students must immediately report any damage to the iPad devices to a St Agnes Primary School staff member.