



Connect Program Use Agreement Information Guidelines and Responsibilities

Educational Purposes

- Students are to use the school owned device solely for educational purposes.
- The school owned device comes pre-installed with all the necessary applications for student use.
- Non educational applications or data should not inhibit the use of the school owned device as a learning tool.
- The School reserves the right to carry out operating system, software, hardware and data inspections of school owned devices at any time and remediate the device to a fully functioning condition.

Student Guidelines

- Each student is responsible for keeping their device secure, both physically and digitally.
- Students shall remain responsible for backing up and saving their work to the OneDrive environment. Loss of data is not a normally accepted excuse for late submission of assignments and other work.
- When not in use or under direct teacher supervision, the school owned device is to be stored securely in the student's locker, in the supplied bag or case.
- School owned devices are to be kept in excellent condition, clean and free from graffiti and stickers other than those authorised by the School.
- It is the student's responsibility to charge their devices at home each night.
- Students are not to remove any identification labels from their devices.
- While travelling to and from school, school owned devices are to be stored in the provided bag or case within the student's school bag.
- When at School, devices are only to be used during class time and appropriate after school activities and locations.
- The applications installed on the school owned devices are licensed to the School. Students are not permitted to copy, transfer, interfere with or delete any of the operating system, applications, configuration profiles, management accounts or other software installed on the devices.
- The school owned devices should not be used in any manner that can, in any way, be considered illegal, offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person or class learning activity.
- Copyright laws apply to digital copies of musical recordings, and digital video recordings. These types of files are not to be stored on the student's device unless the recordings are the original copyrighted works of the student, or the storage of music/video files has been expressly permitted by the teacher.
- Students are prohibited from downloading, copying and accessing games on their devices.
- Students must report damage as soon as possible to the ICT Helpdesk. Students must not use damaged program devices/technologies.
- Students are asked to work on their own school owned device. Students are not expected to use a device issued to another student.
- Drinks and food should not be stored or consumed near the school owned device.
- School owned devices should only be cleaned with appropriate materials, brushes and cloths. ICT Helpdesk will assist with the provision of the right materials for cleaning the device.
- The cost of repair of damage, or replacement of lost items will be charged to the student/parent.

Parent/Guardian Responsibilities

- Ensure students fulfil their responsibilities as outlined above.
- Supervise student use of the device when at home including their internet use.
- Ensure the student has their fully charged device at school each day in a condition that will enable it to be used for any educational purpose.
- Comply with the policy of the School in relation to the return/transfer of the device in the event of the student leaving the School prior to the end of Year 12, and at the end of Year 9 and 12 when devices are returned.

For Students

I, STUDENT NAME, have read, understood and accepted the terms and conditions of the Connect Program Use Agreement as detailed above.

Signature: _____ Date: _____

For Parents

I/WE PARENT NAME(S) have read, understood and discussed with our child the contents and meaning of the policies and guidelines associated with the Connect Program as detailed above.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Bunbury Cathedral Grammar School Information Technology Usage Policy Secondary Students

To participate fully in our educational program, students must understand that the use of computers and access to the internet from Bunbury Cathedral Grammar School must be in support of educational research and learning and that they agree to the following conditions:

1. While at School, or in Boarding, students will only access the internet through the School's network (i.e. not through a mobile phone provider or other non-School internet connection). This ensures that all School internet traffic is monitored by the School's filters.
2. Students will not access any web page content, computer files, social media, or other materials accessible with the internet or the School network that would be considered offensive in the judgement of the School.
3. Students will be courteous and use appropriate language in all digital communication. Students will refrain from using obscene, harassing or abusive language and will report any cases of such usage against them to their teacher, Head of House or the School Leadership Team.
4. Students accept responsibility in regard to copyright protected material. Therefore, they will not download and redistribute any content (software, games, music, graphics, videos or text) unless authorised to do so by the copyright owner (usually the person or organisation that created the material).
5. Students will not bring unauthorised material from home to store on their School account.
6. Students will not bring into School any inappropriate "foreign" software or load such software onto the School system or their school owned device. In particular, this applies to any "key logging" or "hacking" applications or software.
7. Students understand that plagiarism (presenting someone else's work as their own) is unacceptable. Therefore, they will list any downloaded material used in the preparation of assignments in a bibliography and clearly indicate where material has been directly quoted or copied from another source.
8. Students will not reveal personal information including names, addresses, personal photographs, credit card details and telephone numbers of their own or others via the internet or School network.
9. Boarders are only permitted to use the School's email system (i.e. they may not use services such as gmail, iCloud, etc.). Year 12 Boarders may set up an individual web accessible email account for the purpose of transition beyond school, in consultation with ICT Services and Boarding Staff.
10. Students understand the content of emails sent and received on the School Network may be examined by the School. Email is neither private nor secret; it cannot be used to abuse, defame, harass or discriminate against other people, nor can it be used to send or receive inappropriate material.
11. Students will not access, modify, copy or interfere with folders or files held on the School network other than their own work files or those that have been specified by their teacher as accessible. Students will only use the School network and/or their school owned device by logging on under their own username and password
12. Students may not visit social media sites, chat rooms or electronic messaging when using the School network during School hours.
13. If students violate any of the terms of this policy, they will be denied access to School computers and/or the internet for a time to be determined by the School and may face further disciplinary action as determined by the School.

For Students

I, STUDENT NAME have read, understood and accepted the terms and conditions of Information Technology Usage Policy as detailed above.

Student Signature: _____ Date: _____

For Parents

I/WE PARENT NAME(S) have read, understood and discussed with our child the contents and meaning of Information Technology Usage Policy as detailed above.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Home Web Filtering

Safeguarding your son or daughter's web experience is important both at School and beyond. So that children can benefit from using the device away from the School, we are offering different levels of web filtering:

Please select from the following options which level of home web filtering you wish your child to receive by placing a tick (✓) in the appropriate box.

Option 1 (recommended for Years 7 to 9): Full school filtering as if your child is still at school.

- 12.00am to 6:30am – No access
- 6:30am to 9:30pm – School student policy
- 9:30pm to 11:59pm – No access

Option 2: Full school filtering as if your child is still at school – early access at 5.30am.

- 12.00am to 5:30am – No access
- 5:30am to 8:30pm – School student policy
- 8:30pm to 11:59pm – No access

Option 3: Full school filtering as if your child is still at school, additionally YouTube blocked out of school hours

- 12.00am to 6:30am – No access
- 6:30am to 5:00pm – School student policy
- 5.00pm to 10.30pm – School student policy, YouTube additionally blocked
- 10:30pm to 11:59pm – No access

Option 4: A reduced level of filtering which allows the use of social media tools for a limited time period after school hours.

- 12:00am to 6.30am – No access
- 6.30am to 5.00pm – School student policy
- 5.00pm to 10.30pm – School policy with social media and other categories allowed
- 10.30pm to 11.59pm – No access

Option 5: A reduced level of filtering which allows the use of social media tools for two hours only after school hours.

- 12:00am to 6.30am – No access
- 6.30am to 5.00pm – School student policy
- 5.00pm to 7.00pm – School policy with social media and other categories allowed
- 7.00pm to 10.30pm – School student policy
- 10.30pm to 11.59pm – No access

Option 6: A minimal level of filtering which only blocks adult and malicious content.

- 12.00am to 6.30am – Only block adult and malicious content
- 6.30am to 5.00pm – School student policy
- 5.00pm to 11.59pm – Only block adult and malicious content Student

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Loss Damage and Condition of Return

Loss

In the event of accidental loss, the Student/Parent would be required to provide a statement of circumstances leading to the loss and the School will in general apply full charge for the cost of replacement.

In the event of a school owned device being stolen the student/parent would be required to provide a Police Report Number and a statement of circumstances leading to the loss of the digital device. The School will in general apply full charge for the cost of replacement.

Damage

Should an accident occur which causes damage, the school owned device should be returned as soon as possible to the ICT Helpdesk and an incident report completed and signed by both the Parent/Guardian and the Head of ICT.

An excess of \$150 will be applied to assist with the cost of repair of accidental damage for the first two instances of any accidental damage. If subsequent incidents occur, any repair is charged at the full cost of parts and labour, or replacement device cost in the circumstance the device is "written off".

The School will not cover the cost of repairs when a device is damaged as a result of misuse or where user guidelines have not been followed as outlined in the Connect Program Agreement. The parent/guardian will in this case bear the full cost of repairs. Repeated loss or damage of a device may result in the parent/guardian bearing the full cost of replacement or repair. Determination of this will be at the School's discretion, based upon the individual circumstances. Damage determined to be deliberate will be charged at full cost.

If accessories such as power adapters, stylus pens, detachable keyboards are lost, these are replaced at the full cost to parents/guardians.

Condition of Return

When the school owned device is returned to the School either in the event of the student leaving the School prior to the end of Year 12 or at the end of Year 9 and 12 it must be returned in excellent condition.

The description provided below defines what is considered, by the School, to be fair wear and tear.

The school owned device must be in suitable condition for resale without diminishing the value below the normal fair market value for an asset of similar age and make. Resale enables the School to keep the cost to the parents of providing the devices to a minimum.

Examples of normal wear include and are not limited to:

- Light scratches on device casing
- Light wear on device palm rests
- Faded lettering on keys
- Removable stickers/labels
- Slight plastic colour fading

Example of normal wear would NOT include and are not limited to:

- Missing keys
- Cracked casing, frame or lid
- Broken hinges or latches that do not close
- Non-removable stickers/labels
- Etching, excessive scratching and abnormal markings
- Pressure patches, burns, scratches and cracks on screens
- Major equipment discolouration, paint – including liquid paper, blood or radioactive substances requiring more than light cleaning
- Removal of serial number identification/product tags
- Any defects or damages covered under the manufacturer's warranty should be dealt with and corrected prior to equipment return
- Damage that disfigures the device from its normal appearance and function would be deemed to diminish the value compared to a model of equal age and make without disfigurement

I/WE understand that in the event of accidental damage a repair excess charge of \$150 will be invoiced and that in the event of non-accidental damage or repeated loss/damage the full cost for replacement or repair will be invoiced. I/We understand that in the event of loss or the device being stolen the School will charge the full cost of replacement. I/We understand that the device must be returned in excellent condition as defined by the fair wear and tear description set out above.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____