



Student Technology Agreement

Mt Maria College IT Department

Mt Maria College Student Technology Agreement

School Laptops are provided to students on commencement of Enrolment
No BYOD option available

The following conditions contained in this Technology Agreement apply to all students using computers, mobile phones, music players and all other electronic devices accessing the Mt Maria College computer network whether owned by the student or the school.

Mt Maria College Mitchelton reserves the right, from time to time, to amend the terms and conditions contained in this Technology Agreement. Any changes will be communicated via the Parent Portal and Parent Portal Announcements.

Section 1: 1-to-1 School Managed Student Laptops

a. Ownership

I understand and agree that:

1. The laptop is leased over a 3-year cycle for either Years 7-9 or Years 10-12. The school always retains ownership of the laptop. The laptop MUST be returned at the end of Year 9 or Year 12 in a fully operational state. Costs may be incurred for any repairs required at the discretion of the school
2. At the end of Years 9 or 12 parents will have an option to purchase the laptop. There is no option to purchase a laptop within the 3-year cycle if a student leaves early unless expressly agreed with school leadership
3. If the student leaves the school prior to completing Year 10 or 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school
4. Year 9 students that do not return their laptop at the end of Year 9 may not be provided with a new laptop at the beginning of Year 10.

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Section 2: General Use of Technology

When I use digital technologies and the Internet I agree to be a safe, responsible and ethical user always, by:

- a. respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- b. protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- c. protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- d. talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- e. talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- f. carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- g. understanding that email is a legal document and as such senders are legally liable for its content
- h. investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- i. handling ICT devices with care and notifying a teacher of any damage or required attention
- j. abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- k. not downloading unauthorized programs, including games
- l. not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student

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Section 3: Use of Mobile Phones and Smartphones

In addition, I agree to be a safe, responsible and ethical user always, by:

- a. Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- b. Not using my device as a wireless hotspot to connect directly to an external telecommunications provider
- c. Switching off my phone or setting it to silent mode at first bell at 8:30am
- d. Storing my phone in a locker
- e. Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- f. Not using the device or having it visible during morning tea and lunch breaks
- g. Only checking for messages at my locker at the start of each break
- h. Obtaining appropriate (written) consent from the school for individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces
- i. Understanding that I may be committing a crime when taking, receiving or forwarding sexual or naked images of friends or myself who are minors and that this applies even if all participants are willing. I understand that these acts can represent the production or distribution of child pornography under Australian law.

Please Note: Free phone access for students is available at the Student Administration desk.

Section 4: Use of the Internet

While accessing the Internet, I agree to:

- a. Use it solely for educational purposes including research, communication and publishing
- b. Not access games or inappropriate material
- c. Not access any forms of social media including but not limited to Facebook, Skype, Instagram or instant messaging
- d. Use YouTube for educational purposes only
- e. Download or stream media for educational purposes only
- f. Not post or publish images of students or teachers

Section 5: Monitoring of Technology Use

I understand and agree that:

- a. While at school my computer activities may be viewed and recorded
- b. I must not attempt to bypass or disable any computer services or security including the Net Control classroom management software
- c. That I should not switch off or reconfigure the wireless network adapter in my computer while at school
- d. All devices may be checked for content at any time by teachers or the IT department

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Section 6: Access and Security

I agree to:

- a. Not connect to any other device at school that bypasses the internal control systems.
- b. Not disable settings for virus protection and monitoring that have been applied by the school
- c. Keep passwords confidential, and change them when prompted
- d. Use passwords that are not obvious or easily guessed
- e. Never allow others to use my computer user account
- f. Promptly tell my supervising teacher if I suspect I have received a message that is inappropriate or makes me feel uncomfortable.
- g. Seek advice of an adult if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- h. Never knowingly initiate or forward emails or other messages containing:
 - i. A message that was sent to them in confidence
 - j. A computer virus or attachment that is potentially harmful
 - k. Chain letters and hoax emails. Spam, e.g. unsolicited advertising material
 - l. Never send or publish:
 - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - Any material that is threatening, bullying or harassing another person or makes excessive or unreasonable demands upon another person.
 - Sexually explicit or sexually suggestive material or correspondence.
 - False or defamatory information about a person or organization

Section 7: Privacy and Confidentiality

I agree to:

- a. Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- b. Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- c. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Section 8: Intellectual Property and Copyright

I agree to:

- a. Adhere to the laws contained in the Australian Copyright Act 1968 & Copyright Amendment (Digital Agenda) Act 2000
- b. Never plagiarize information and observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- c. Ensure that permission is gained before electronically publishing users' works or drawings and always acknowledge the creator or author of any material published.
- d. Ensure any material published on the Internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

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Section 9: Care of your device

a. Damage or loss of equipment

I understand and agree to the following:

1. Dell provides a 3 Year warranty on the laptop and a 12-month warranty on the battery.
2. The warranty may cover manufacturer's defects and normal use of the device.
3. Warranty cover is up to the discretion of Dell. It does not cover negligence, abuse or malicious damage. See section 9b for Accidental Damage Coverage.
4. The school will ensure a loan laptop is provided in the event the student's laptop is presented for repair if loan laptops are available (unless it has physical damage – see 5).
5. If a laptop is presented with physical damage a loan will only be provided once the correctly completed Parent Paperwork form has been received back from the student's parent/carer.
6. Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the IT Helpdesk and an incident form completed.
7. Students may be required to replace lost or damaged chargers.
8. In the case of loss or accidental damage, an incident report will be sent via the Parent Paperwork system and must be signed by a parent or carer and sent back to the school.
9. In the case of suspected theft, the family must make a police report and a copy of the report provided to the school along with a witnessed statutory declaration signed by the parent or carer.
10. If a device is damaged and costs too much to repair or it is lost, the principal or their nominee may determine whether replacement is appropriate and whether the student retains access to a device for home use.
11. If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal or their nominee may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.
12. If another student has caused damage, that student may be liable for the cost of repair or replacement – this is to be mediated via the student's house coordinator.

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b. Accidental Damage Protection

I acknowledge and understand the following information regarding the school laptop Accidental Damage insurance policy:

All devices are provided with an accidental damage insurance plan (ADP) provided by Dell/AIG. Dell/AIG reserves the right to deny an ADP claim at their reasonable discretion.

Coverage for accidental damage is limited to one qualified incident per supported product per 12-month period commencing from the start date of the term of your Service Contract. In the event you do not submit a claim for a Qualified Incident within one 12-month period, the Qualified Incidents do not accumulate or carry over to any subsequent 12-month period. Accordingly, each Qualified Incident will be applied to the 12-month period during which it is reported, even if such incident is resolved during a subsequent period.

1. ADP may be claimed when the damage is outside the standard warranty and meets the conditions of the ADP criteria.
2. The plan covers repairs associated with accidental damage caused from drops and falls. It does not cover negligence, abuse or malicious damage.
3. Accidental damage is defined as physical damage to a product caused by or resulting from a sudden and unforeseen incident, provided such damage occurs during regular use.
4. It does not cover:
 - The following situations and damage due to:
 - Exposure to weather or other environmental conditions
 - Inappropriate storage including:
 - Leaving the laptop on top of a school locker
 - Not locking the student locker
 - Using non-recommended or defective laptop bags or no bag at all
 - Leaving on public transport
 - Leaving the laptop unattended outside
 - Leaving the laptop behind in the classroom
 - Damaged or defective LCD screens when the failure is caused by abuse, intent or malicious action.
 - Reckless, negligent actions such as slamming the lid shut, putting the laptop on the ground, throwing the laptop, carrying the laptop with the screen open.
 - Damage caused by pets or siblings

A copy of the detailed Accidental Damage Protection terms and conditions can be requested by sending an email to the IT department inbox at mtmithelp@bne.catholic.edu.au

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c. Student Laptop User Responsibilities

Students are responsible for:

1. Bringing portable devices fully-charged to school every day
2. Maintaining virus protection, spam and filtering settings, set as a standard on the device
3. Backing up data securely
4. Always carrying their device in an appropriate protective case.
5. Adhering to this Acceptable Use Agreement when using the machine, both at home at school and in transit, including during breaks or when not in the classroom.

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Section 10: Acknowledgement and Agreement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging
- Internet, intranet and social networking sites (e.g. Facebook, Instagram)
- Video and photo sharing websites (e.g. YouTube, Snapchat)
- Blogs or micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia), Vodcasts and podcasts
- Videoconferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

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

Any behaviour that is illegal will be reported by the College to the Police as part of our mandatory reporting guidelines.

I understand that there are actions and consequences established within the school's student behaviour management policy if I do not adhere to the contents of this agreement.

By signing below, I/we agree to adhere to the Mt Maria College Student Technology Acceptable Use Agreement (this document):

STUDENT TO COMPLETE	
Date:	
Name of Student:	
Signature of student:	

PARENT/CARER TO COMPLETE	
Date:	
Name of Parent/Carer:	
Signature of Parent/Carer:	