



St Columba's Catholic College Student Use of Digital Devices and Online Services Student Agreement

STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES AGREEMENT

As Catholic educators, our primary goal is to educate the students in our care and to ensure they are kept safe and protected while engaging with learning technologies in contemporary learning environments. These include Digital Devices and Online (technology) Services. Digital Devices include those provided by the school and students who bring their own devices.

At St Columba's Catholic College we provide students with access to the internet, and access to specialist applications as required for specific subjects. In our library we provide loan devices for use one day at a time (to be returned at the end of the school day) in situations such as if the student's BYO device is away for repairs or similar.

Purpose of this Agreement

This Agreement is between you and the Catholic Schools Parramatta Diocese (CSPD), which operates St Columba's Catholic College. The Agreement forms part of CSPD's Student Use of Digital Devices and Online Services Policy. Your child is also agreeing to comply with the Policy about their use of Digital Devices and Online Services.

What do you and your child need to do?

1. Your child must read this Agreement, with your assistance as needed.
2. You must sign and date this Agreement.
3. Your child must sign and date this Agreement with your assistance as needed.

Digital Devices owned by you/your child must not be brought onto school grounds before this Agreement has been signed and returned to the school.

Role of technology in education

CSPD acknowledges and values the critical role technology has in supporting learning and teaching to embed appropriate technologies within contemporary learning practices.

The access and resources provided to students will be used to:

- educate them to have strong understanding of information technologies with a focus on digital citizenship, and
- facilitate collaborative learning experiences among teachers and students through electronically based educational projects.

Digital devices and Online Services

Digital Devices, Online Services and resources are available to all staff and students. The College network is used to facilitate curriculum-related information gathering and communication within the learning community.

CSPD, through the Catholic Education Network (CEnet), provides the network infrastructure for connecting Digital Devices and all students with a user login for accounts to use the technology they need for their education.

The Internet filtering rules on Digital Devices will not apply outside the CSPD network. e.g. at home or public Wi-Fi and hotspot locations.

Monitoring use of Digital Devices and Online Services

While CSPD respects you and your child's right to privacy, student use of Digital Devices and Online Services on the CSPD network is subject to supervision and monitoring to ensure responsible use.

School/College based support

- School/College Information Technology (IT) technicians may complete basic hardware checks if requested by a student while at school. Students will be notified if a parent/caregiver is required to further action.
- School/College IT technicians may provide software support or "how to" assistance for device hardware and software.
- School/College IT technicians will ensure reliable connection to the CSPD network and resources.
- Any School/College owned software or applications will be made ready for parents to download to the Bring-Your- Own-Device, as needed

Loan of Digital Devices

Families are expected to provide a device for students to bring to school (device requirements as per the College website).

The College provides short term loan devices in our library for students to use on a day to day basis, for situations such as if the student's BYO device is away for repairs.

Repairs to devices brought from home

If there is a fault or damage to the Digital Device owned by you/your child:

- it is your responsibility to have the device assessed for faults or damage by a service centre of your choice, and
- any costs relating to the assessment or repair of the device are your sole responsibility.

Change of Agreement

CSPD reserves the right to change the Agreement at any time with notice to be provided to parents.

RESPONSIBILITIES AND ACKNOWLEDGEMENT

Parent or Carer

You agree to and acknowledge the following:

- that you have read the Student Use of Digital Devices and Online Services Agreement and explained it to your child;
- that you have read this Agreement and explained it to your child;
- you will support your child to use the Digital Device responsibly and safely at school and you are responsible for your child's safe and responsible use of the Digital Device at home by your child;
- that you support the St Columba's Catholic College implementation of the Student Use of Digital Devices and Online Services Agreement, and
- you have ensured the "Student Responsibilities" section of this Agreement has been read to or by your child and understood by them.

Student Responsibilities

The student agrees that they will:

- comply with the Student Use of Digital Devices and Online Services Agreement and St Columba's Catholic College's procedures implementing it;
- only access Online Services using school or Bring your Own devices from within the CSPD network while at school;
- access and use the school internet and email services only for educational purposes and only as required by the school;
- keep the Digital Device secure to protect it from damage and theft;
- bring the device to school daily, charged and ready for use during lessons;
- keep passwords current and confidential, even from friends;
- log off at the end of each session to prevent against someone else using their account;
- use internet browser privacy controls for all internet and applications-based activity, eg. location settings;
- seek permission before installing any software on a CSPD owned Digital Device;
- not use Digital Devices and Online Services for any unlawful purpose, unauthorised commercial activities, or unauthorised political campaigning;
- seek advice from the school as soon as possible when engaging with technology that is new or unfamiliar;
- not change or alter any computer or network security settings or disable applications provided by the school (this includes using unauthorised Virtual Private Networks or VPNs);
- not allow others to use their accounts or grant access to unauthorised users;
- not use other people's accounts to send messages, or for any other purposes;
- not use social networking during learning time without the permission of a teacher;
- not intentionally download unauthorised software, graphics or music on a CSPD owned Digital Device;
- not breach any software licensing terms and conditions;
- not search for or access inappropriate materials or images that may reasonably be considered objectionable, defamatory or offensive;
- not take photos or videos of other students, teachers or any other member of the school community without their express consent,

- be involved in Online Bullying or any other act that does not support the use of the devices or its material in a responsible, respectful and safe manner or that may cause harm to other students or persons;
- not inspect, modify, distribute or copy any data, files or software applications that are owned by CSPD or send spam or mass email;
- not use CSPD internet access to use excessive bandwidth and data for unauthorised video or gaming, or
- not engage in deliberate acts to degrade performance, introduce malicious software into the CSPD network, alter the integrity or availability of information and information systems (hardware, software, firmware, data and telecommunications).

Breach of Policy

If a student breaches the Student Use of Digital Devices and Online Services Policy or the procedures, the St Columba's Catholic College will implement its student management framework in accordance with policies and procedures.