



**SECONDARY STUDENTS
DEVICE & ICT USAGE AGREEMENT & POLICY
(For parents and students)**

1. AGREEMENT FOR DEVICES:

This Agreement outlines the terms and conditions upon which the college will provide access to a portable computer.

COLLEGE SUPPLIED DEVICE

TERMS:

The following terms apply to the Agreement:

1. The device will be available to the student together with any software supplied with it for your child's use while a Secondary student at Rivergum Christian College. Additional software may be loaded from time to time at the college's request.
2. I/we understand and acknowledge that I/we will be a custodian of the device and entitled to possession and use of the device only and that I/we are not the owner(s) of the device.
3. I/we agree to notify the college within two days of taking delivery of the device if I/we are dissatisfied with any aspect of its condition or quality. The absence of such a notification will signify my acceptance of its condition, quality, and fitness for the educational use for my/our child.
4. I/we will maintain the device in good working order free from damage and that the college will insure the device against the usual risk of loss, damage, and theft.
 - In the case of a claim for accidental damage or theft, I/we understand that I/we are liable to pay the insurance excess in respect of each claim during the usage period.
 - In the case of loss not covered by insurance, I/we understand that I/we are liable to pay the replacement cost of the device.
 - In the case of damage not covered by insurance, I/we understand that I/we are liable to pay the repair costs for the device.
5. I/we acknowledge that it will be my/our responsibility to ensure that the device is not exposed to abuse or willful damage and agree to bear the cost of making good such damage as determined by the insurer and/or the college.
6. I/we agree that the only user of the device will be the allocated student.
7. I/we acknowledge that supervision of the device whilst not at college is the caregiver's responsibility.
8. I/we agree to return the device and any software and accessories supplied with it whenever requested to do so by the college.
9. I/we acknowledge and agree that the college may terminate this Agreement by giving me/us 7 days' written notice if I/we do not keep the terms of this Agreement and my/our failure to keep any term or terms continues for a period of 14 days.
10. If the college gives me/us written notice, I/we agree to return the device to the college immediately.
11. Should my/our child leave the college at any time during the term of this agreement, I/we agree to return the device on or before the child's last day of attendance.
12. The college reserves the right to configure this device in order to optimise the student's educational outcomes.

BRING-YOUR-OWN DEVICE (BYOD)

TERMS:

The following terms apply to the Agreement:

1. The college will provide access to the college's network for printing and internet services while on campus.
2. I/we understand and acknowledge that the college is not liable for any damage or loss of the device.
3. I/we understand that while the device is at college it will be used for college work/educational purposes only.

DECLARATION OF INTENTION (please tick one)

TERMS:

The following terms apply to the Agreement in regard to use or provision of a device (laptop):

1. The college will provide a device to my student (Year 9, 10, 11 & 12 only)

OR

2. I will be providing my own device under the BYOD conditions above

2. INFORMATION & COMMUNICATION TECHNOLOGY POLICY

Access to our computer network, and a college-issued device, is a privilege that may be enjoyed as long as appropriate standards are observed. Although the world wide web allows access to information from a multitude of places, the college cannot be responsible for what is on the internet. Some of the information is not of educational value in the context of the college setting. Most unsuitable material is filtered by the college's web content filters but ultimately, it is up to the individual user to exercise responsibility for appropriate use.

To achieve the aims of Information & Communication Technology a degree of responsibility is required of students.

It is inappropriate, and therefore not permitted, for students to:

- load or stream copyright music files, games, or any other executable apps onto the college network or college-issued devices
- tamper with the original configuration of any software or hardware
- attempt to circumvent the college's internet filtering facility, this includes tethering phones (hot spotting i.e., using phones to access the internet)
- have inappropriate material in their possession; students are reminded that staff may access a student's device, storage device or network folder at any time
- disclose their, or anyone else's, personal details
- violate copyright laws by copying protected work without appropriate acknowledgement
- copy other student's files or access the folders of other users without permission
- use the network id and password of another student to log on to the network
- access any inappropriate internet site (e.g., pornographic, violent, etc.)
- use the system in such a way that would disrupt the operation of the network by other users
- use the internet or email for non-academic purposes
- use the College's devices to bully or harass another user

The consequences of not meeting the above responsibilities include:

- cancellation of the privilege to use the network.
- removal of the College issued device.
- denial or restriction of access to the computer network; and other disciplinary action that the College may impose, including suspension or expulsion.

Students at Rivergum Christian College will not be permitted to use the College's devices, or be issued with a college device, without agreeing to the conditions outlined above. This is indicated by acknowledging a formal agreement.

3. USE OF ELECTRONIC COMMUNICATION DEVICES AT RIVERGUM

1.1 Guidelines for Secondary Students and Staff

For the purpose of this policy, 'Electronic Communication Devices' refer to smart devices such as mobile phones, smart watches, laptops, tablets, and other media players and their accessories.

God created humans in His likeness, so we are creative beings, made to live in community and to communicate with one another. Means of communicating, entertaining, and ways to capture moments and memories, have rapidly changed to a place where technology allows humans to communicate readily, whether they are in the same room or across the globe, at almost instantaneous speeds.

Our ability to communicate, and the creation of technology enabling us to do so, is tainted by sin. We acknowledge that technologies can be used to exploit and hurt others affecting learning. Electronic communication devices can distract and distort. We can allow technology to become our idol.

As a college existing in the current age, we also acknowledge that there are many valid and exciting educational applications for electronic communication devices. There is a need to support parents in teaching their children to use electronic communication devices appropriately and in a manner that honours God, the Creator of all things. As a college community, we need to encourage students and staff to use electronic communication devices

in a way that enhances teaching and learning, appropriate to a college environment, where individual and community respect and privacy is honoured at all times.

Within this understanding, the following guidelines for the use of electronic communication devices at Rivergum have been developed:

- Electronic communication devices may only be used during lesson time with teacher permission/instruction for educational purposes – e.g., to record/present an oral presentation, or to capture an image for a learning activity.
- Electronic communication devices are not to be used for personal recreation/entertainment by students during lesson breaks or study lessons.
- No digital footage/images are to be recorded on an electronic communication device at college (including camps, assemblies, and excursions) by students without teacher permission and the permission of other subjects captured on the device. Images/footage is not to be distributed on social media sites without permission of those captured and must be of a positive nature, celebrating our college community (e.g., shared camp/excursion photographs).
- Students and staff are not to walk around the College campus with headphones and devices playing (listening to music during the college day) for OHS reasons.
- Students and staff who bring mobile phones and other electronic communication devices to college do so at their own risk of loss or damage.
- Mobile phones are to be switched off (or on flight mode/silent) and handed to home group teachers and are not to be used for personal communication during college hours, unless permission under extraordinary circumstances is given by a staff member.

Devices used inappropriately by students without permission of teachers during lessons or recess and lunch breaks will be confiscated and given to the principal and will be recorded as a student behaviour misconduct record. The device may be collected by the student at the end of the college day. Parents will be contacted if this occurs more than once in a term.