



**Caloundra City
Private School**

CALOUNDRA CITY PRIVATE SCHOOL RESPONSIBLE USE OF ICT DEVICES AGREEMENT

Part A: Introduction

1 Purpose

Caloundra City Private School (**the School** or **CCPS**) recognises that electronic information and communication skills are essential knowledge for all members of our school community.

The internet and other electronic devices are tools that are used across the School and within the classroom environment to enhance the educational experiences of our students. Internet capable computers, phones and other electronic devices (referred to collectively as **ICT devices**) also provide staff with the tools necessary to implement and develop the School's educational program.

In return, the School expects its students to agree to be responsible users of ICT devices.

The purpose of this document is to provide a set of guidelines to students on their use of ICT devices and request their commitment to abide by the School's rules, expectations and standards.

2 Scope

This document applies to all students enrolled at the School. A Year 12 student is considered to be enrolled until the business day after the completion of their final exam or their final attendance at a School day or formal event in their capacity as a student.

When agreeing to the terms of this document, students agree to act in accordance with the School's expectations during the course of their enrolment. This is not limited to times when a student is on the School's site within standard operating hours. It extends to all activities and events that are school-related, including when students are:

- on school grounds;
- at any School related activities (including for example camps, events, excursions, incursions, retreats, sport, awards nights);
- representing the School, including when off campus, or in a digital environment;
- travelling to and from school, as well as to and from off-site activities;
- wearing the school uniform; or
- under the School's legal duty of care.

3 Cybersafety

The use of ICT devices is managed by the School through a 'whole of School community' approach involving students, staff and parents.

To prevent misuse of ICT devices, the School:

- supports the rights of students learn in a safe, inclusive and supportive learning environment;
- has security measures and checks before students connect their privately owned ICT devices to School networks;
- has a [Student Code of Conduct](#) that clearly states our School's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour, which extends to student's online behaviour and use of ICT devices;
- has an [Acceptable Use Policy for Mobile Phones and Other Electronic Devices](#) which outlines the standards expected by the School when using ICT devices;
- educates students to be safe and responsible users of digital technologies;
- raises students' awareness of issues such as online privacy, intellectual property and copyright;
- supervises students when using digital technologies in the classroom for educational purposes;
- provides a filtered internet service to restrict access to inappropriate material and provide spam and virus protection, while acknowledging that full protection from inappropriate content can never be guaranteed;
- responds to issues or incidents that have the potential to impact on the wellbeing of students;
- acknowledges that content on the internet and in some cases, use of ICT devices can enliven the School's mandatory reporting obligations;
- provides students and staff with education, training and professional development in the appropriate use of ICT devices;
- provides students and parents with a copy of this document and the agreements contained within; and
- supports parents in understanding the importance of safe and responsible use of ICT devices, the potential issues that surround their use and strategies that they can implement at home to support their child.

4 Related Documents

This document is to be read in conjunction with the [Acceptable Use Policy for Mobile Phones and Other Electronic Devices](#) and the [Student Code of Conduct](#).

5 Definitions

Parent includes a guardian or carer, and 'parents' has a corresponding meaning.

Staff and **staff members** include Board members, the Principal, employees, volunteers, contractors, and other authorised personnel required to perform functions on the School's premises, or at school-organised activities and events.

Student means a child under 18 years of age, and any student at the School over 18 years of age, and '**students**' has a corresponding meaning.

Part B: Student Agreement

This Agreement applies when I am using any school-issued or privately-owned ICT devices at or in connection with my schooling.

I understand and agree:

- 1 To read this Agreement carefully and keep it somewhere safe so that I can refer to it in the future.
- 2 To comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.
- 3 That I must sign and return a copy of this Agreement before I am permitted to use any school-issued or privately-owned ICT devices at or in connection with my schooling.
- 4 That if I do not behave appropriately or fail to comply with the School's rules, expectations and standards, then I may face consequences (including disciplinary action – such as my access to ICT devices being suspended or revoked).
- 5 To ask my teacher and my parents if I am not sure about anything to do with this Agreement.

For my own safety:

- I understand that the School will monitor my use of ICT devices;
- I will not share my username and password with others (except if requested by the School's IT Department), nor will I try to use or obtain another person's username or password;
- I will not give out my personal details to others online, including my full name, telephone number, date of birth, address, images, and the name of my school;
- I will not give out my personal details of my peers to others online;
- I will be aware of "stranger danger" when using ICT devices;
- I agree to talk to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours; and
- I will not remove or seek to circumvent any compulsory software installed by the School, which is required to ensure my safety and access to the school domain.

I agree to be a safe, responsible and ethical user of ICT devices at all times, by:

- adhering to the School's rules, expectations, policies and procedures (including but not limited to the [Student Code of Conduct](#) and [Acceptable Use Policy for Mobile Phones and Other Electronic Devices](#)).
- only using my privately owned ICT device at school where approved by my teacher, or where permitted by the [Acceptable Use Policy for Mobile Phones and Other Electronic Devices](#);
- only using my school-issued ICT device and the school's systems for education purposes, unless I have permission from my teacher to use them for personal or recreational use;
- only bringing ICT devices (including my mobile phone) to class when I have permission to do so, or where permitted by the [Acceptable Use Policy for Mobile Phones and Other Electronic Devices](#);

- ensuring that when not in use, my ICT devices are stored in the correct location and left charging so that they are ready for use when required;
- not downloading or bringing to School unauthorised programs, including games;
- respecting others and communicating with them in a supportive manner; and not writing or participating in inappropriate online behaviour or bullying (for example, by forwarding messages and supporting or liking posts by others which are inappropriate, hurtful or may cause offence);
- not using aggressive or inappropriate language when communicating with others using ICT devices, and understanding that others may have different perceptions about what is and is not acceptable;
- avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the School or other members of the School community;
- not using ICT devices to take, distribute, post, share or alter images, videos or audio recordings of others without their permission;
- carefully considering the content that I upload or post online, and understanding this content may be viewed as a reflection of who I am; and
- handling ICT devices with care and notifying a teacher if they are damaged or require attention.

I understand that if I have been involved in the damage, loss or theft of ICT devices, my family may have responsibility for the cost of repairs or replacement.

I have read and understood my responsibilities and agree to abide by this Agreement.

Student	
Name:	
Class:	
Signature:	
Date:	

STUDENTS: PLEASE SIGN AND RETURN THIS PAGE TO THE STUDENT HUB