

# ACCEPTABLE USE of BC COMPUTERS & PERSONAL DEVICES Year 6-13

## **When using the school's computers I understand that:**

1. I will not share my password with others, or use theirs.
2. Only school software is allowed on the computer system. I will not install or access any other software. I will not play games or use the command prompt or circumvent the Campus Computing Systems in any way.
3. I may transfer my own work via a USB or save to an online school platform eg OneDrive.
4. The use of unauthorised chat-rooms, AI, messaging, newsgroups, or Social Networking sites or applications is not permitted. I will not access material which is offensive, dangerous, inappropriate, or illegal.
5. I am expected to abide by Copyright and Fair Use practices.

## **In bringing my own device to school I understand that:**

1. I will follow Bethlehem College computer use policy (above), governing the use of any digital device at school, including adherence to the Copyright act.
2. Bethlehem College takes no responsibility for this device. All responsibility for its care, maintenance and safety resides with me.
3. It must be charged at home. The school makes no provision for the charging of my device.
4. It will only be used for learning purposes as directed by my subject teacher. The school reserves the right to check, at any time, work or data on devices.
5. All devices are to be on silent. If sound is required in class the student will provide their own headphones or in ear devices.
6. No making or taking of phone calls or texting between the hours of 8:15 and 3:15.
7. Students seen with phones/devices out at break times may have them confiscated as per our current policy.
8. If the device needs to connect to the internet it *must* be connected to the school's Wi-Fi (which has monitored and filtered internet access), not via my own data plan, hot-spotting or VPN's.
9. No objectionable material will be loaded onto this device. The school reserves the right to check the content of this device should staff have any justified reason about any inappropriate material.
10. Permission must be given by a teacher before any recording or media is captured on a device. Before any sharing or publishing of it, you must:
  - a. Show the final product to the people captured in it for their approval, then
  - b. Show the final product to a teacher for their approval.

**Failure to abide by these guidelines could result in loss of privileges, device confiscation or disciplinary action.**

- I understand and will abide by the conditions and rules as set out in this Blended Learning Agreement. This agreement also applies to students during school excursions, camps and co-curricular activities.

Student Name

Student Signature

Date

## Parent/Guardian Blended Learning Agreement:

### **General use of computing/communication technology resources:**

As the parent or guardian, I have read the Acceptable use of BC Computers and Personal Devices User Agreement and agree to it. My child has read the document and understands their obligations. I understand that the ICT resources at Bethlehem College are designed for educational purposes and that any breach of the rules and conditions as set out in this agreement can lead to loss of privileges or disciplinary action. I understand that the school will not offer technical support for personally owned devices. Resources are available on the BC Website and SharePoint to support students and families with device setup.

### **Security and damages**

Responsibility to keep the device secure rests with the individual owner. Bethlehem College will not be liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artefacts that are impacted in similar situations. It is recommended that covers and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are strongly encouraged.

### **Access to the internet:**

As the parent or guardian of this student, I understand that it may not be possible for the school to fully restrict exposure to inappropriate material on the internet, or through such means as email or text messaging. I also understand that while the College will take appropriate measures to limit access to illegal, dangerous or inappropriate material, ultimately it is each student's responsibility not to initiate access to, or have any involvement with such material.

### **User accounts**

Children under the age of 13 are not legally allowed to have an iTunes account unless it is set up under 'Apple Family Sharing'. Parents are therefore expected to be responsible for these accounts.

### **Permission to publish**

Under the Privacy Act 1993 we are required to seek your permission to publish information related to your child including images and samples of their work. The Bethlehem College website, Google Apps for Education, Office 365, school Facebook, newsletters and the school magazine contain images of students and examples of their work to celebrate achievement, promote community and to give students examples of good practice. We therefore seek your permission and undertake to ensure that no unnecessary or inappropriate details are published.

### **Parent permission**

- I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet.
- I will contact the school if there is anything here that I do not understand. If there is a situation that concerns me, I will contact the school first.
- I agree to be responsible for the insurance and upkeep of the Device.
- I agree to allow my child to be included in school related photos, videos and audio recordings as outlined above.

Signed: .....

Parent / Guardian Signature

Date: .....