



# Mossman State High School Technology Agreement Policy

Student First Name	Student Surname	Form Class

## Agreement Summary (See next page for full terms and conditions)

This agreement governs the use of Information Communication and Technology (ICT) including computers, laptops, Tablets, iPads, Bring Your Own (BYO) devices and other facilities and services at the school. The agreement is subject to ongoing updates and the latest version of this document is available on the school website.

*Your behaviour will:* be safe, lawful and ethical; be courteous and respectful of others; and be conducive to the good order and conduct of the school community. Should this agreement be breached, there will be consequences as per current school policies, including costs to remedy loss or damage and/or restriction of ICT access privileges.

## Signing this Agreement

This is an agreement between the school, the parent/carer and the student with respect to the use, care and operation of ICT and the return of any school-issued ICT, including recovery of costs incurred for damage or loss.

## Damage, Accidents and Repair Costs

**School owned devices:** The school assumes no responsibility for damage or loss of devices and accessories issued to or used by students. Students and parents are to keep equipment always secure. Costs incurred by the school for the repair or replacement of equipment will be charged to the parent/carer. Estimated replacement cost of laptop \$1200 and estimated screen replacement \$250.

**BYOx and privately owned devices:** Parents are responsible for repair costs of BYOx devices.

**Reporting faults, damage, loss or theft:** All incidents involving ICT faults, damage, loss or theft must be reported to the Head of Department - Technologies, as soon as possible after the incident.

**Student Agreement:** I have read and understood this agreement and agree to abide by it, at all times.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Parent/carer agreement:** As the parent/carer of the above student, I have read and understood this agreement and acknowledge that:

- ICT access is intended for educational purpose;
- A device may be confiscated by the school in order to assist with investigations if it engaged in, or reasonable suspected to have been involved in, a major behavioural incident;
- I believe she/he understands this agreement and I give her/him permission to access ICT as per this agreement.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Parent/ Carer Full Name*

\_\_\_\_\_  
*Date*

## Technology Device Usage at Mossman State High School

We have considered our families situation with the need for my child/student to have access to a device at school for learning and at this present time, we are using: (select one option below)

- ☐ **BYOx (Bring Your Own Device)**  
I will provide a digital device for my child that meets the school's minimum technical specifications. I accept responsibility for its maintenance, charging and security. I will support my child in using it according to Mossman State High School technology agreement. (Laptop price with our specs are approx. \$500 at computer stores)
- ☐ **Student Rent to Buy Scheme**  
I request that my child participate in the Student Rent to Buy Scheme where Mossman State High School will provide the student a laptop, that I agree to enter and complete a payment plan. I understand that ownership of the device transfers to my child once it is fully paid off. (Total scheme price \$1200 estimated)
- ☐ **Loaning of School owned devices for the lesson or day**  
I understand that this is a limited and is a first in, first serve option. This could limit my child's access to technology. Where possible this option is for a brief time or specific arrangement option, and I explore other options at a suitable time. (Replacement cost approximately \$1200)

# Mossman State High School Terms and Conditions of the Technology Agreement Policy

## 1. Purpose

Mossman State High School aligns with Education Queensland initiative of every student, every classroom, every school connected to limitless learning opportunities, focusing on preparing every student for a culturally diverse and digitally enabled world.

Mossman State High School Student Technology Agreement policy allows students to use digital devices and provides internet services in order to support their educational needs. Mossman State High School acknowledges that it has a responsibility to provide a safe and secure online service. These digital devices and services are educational tools and must be used in a responsible manner. This agreement policy recognises that there are constant advances and changes in the use of technology (e.g. software, apps, information sharing, social media platforms, new devices etc.), will require ongoing updating of policy and educational practices. Therefore, students must seek advice and clarification from the school when engaging with new or unfamiliar technology. Students and parents/caregivers must be aware of and consent to the condition of this agreement.

## 2. Goal

Mossman State High School invest in Mossman State High School student's future by improving and ensuring safe, ethical and responsible digital learning opportunities.

Mossman State High School aims to expand virtual learning opportunities so that students can access a more diverse range of curriculum, while being committed to focusing on the wellbeing and safety of every student as they engage in the digital world. As a school we want our students, teachers, and school community to be digitally connected, digitally capable and digitally learning.

## 3. Equipment

### 3.1 Devices

- 3.11 Devices are to be used only for learning and other educational activities conducted by the school.
- 3.12 Students are to bring their device to school every day in good working order, charged and inside its case/cover.
- 3.13 Start the school day with a fully charged battery. Recharge as part of your daily home routine.
- 3.14 School owned devices are to be returned to the Library or IT Service at the end of each school day.
- 3.15 No stickers, drawing, writing or deface of school owned devices or cases/covers are to be applied to school owned devices.
- 3.16 Devices must be kept clean and away from food and drink.
- 3.17 Students are only to use the device issued to them or their own BYOx Device that has been authorised to connect to our school system. You are not to use, share or interfere with any other student's devices nor allow others to use or share your device(s).
- 3.18 Privately owned devices to the school's computer network will be via the school's Wi-Fi network. The Mossman State High School Wi-Fi network is filtered and monitored by the Queensland Government.

### 3.2 Damage or loss of equipment

- 3.21 Students are responsible for taking care of and securing all devices.
- 3.22 Privately owned and rent to buy devices - Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy. It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.
- 3.23 Privately owned devices are to be repaired or replaced as soon as possible when broken, faulty or lost.
- 3.24 School owned devices or rent to buy devices are to be returned to the IT Service for repair or replacement as soon as possible after an incident or fault. The cost to rectify damage is the responsibility of the student and parent/carer. The cost of replacement is approximately \$1200 and approximately \$250 for screen replacement.

## 4. Acceptable Device and Communication System Use

- 4.1 Use of device during the school day is at the discretion of the teachers and staff. Students must use the device as directed by their teacher, for educational purposes.
- 4.2 Students are provided with an official school email address. This should be set up on their device and checked daily.
- 4.3 Electronic messaging, communications and file transfer may be used for educational purposes under the direction of the teacher. At all times, messaging, communications and file transfer must be respectful and appropriate.
- 4.4 Backing up data is essential. Technology can fail, can be lost or misplaced. It is extremely important that students have a back up plan. Students are required to use OneDrive to store and back up their schoolwork. Students are encouraged to copy their most important files to OneDrive and an external hard drive or USB memory stick. An additional strategy to assist in ensuring a back up copy of a document exists, is to email themselves a copy of the document.
- 4.5 All confidential data relating to accounts and passwords are NOT to be shared. Student portal and email account must NOT be shared or used by another student.
- 4.6 Students must NOT play any violent, offensive or inappropriate games or visit any such sites. Students witnessing anything falling under this category must report it to a teacher or administration staff member immediately.
- 4.7 School owned devices – students are NOT to attempt to install programs or apps, make any changes to the settings or configuration on any school owned devices.

- 4.8 Students are NOT to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

## **5. Security**

- 5.1 Privately owned and rent to buy devices - Students are to set up and maintain appropriate security and privacy settings. Devices are to be set up with a screen security lock or passcode and students must lock their devices when not in use.
- 5.2 School owned devices have the screen security lock set up on all devices and must be used.
- 5.3 The Department of Education provides internet filtering to restrict access to inappropriate material. When devices are at home, parents/caregivers are advised to monitor student online activity.
- 5.4 School email is for educational use only. Do not use your school email address to sign up to email listings or websites, such as Instagram, Facebook, Snapchat or online shopping etc. It is suggested that a Gmail or other free account could be used for this.
- 5.5 Cybersafe, if a student believes they have received a virus, spam, or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they should inform their teacher, school administration or parent/caregiver as soon as possible.

## **6. Intellectual Property and Copyright**

- 6.1 Don't commit plagiarism or violate copyright.
- 6.2 The creator or author of any material published should always be acknowledged. Material being published on the internet or school intranet must have clear approval from Mossman State High School Principal or Principal's Delegate and have appropriate copyright clearance. Copyright laws are clear and if violated, individuals may be subjected to prosecution from enforcing agencies.

## **7. Misuse, Misconduct and/or Breaches**

- 7.1 Breaching this agreement may result in restrictions on your device or account and any other appropriate measure as determined by Mossman State High School Principal.
- 7.2 Normal school procedures will be followed regarding misconduct of any student that involves damage to, or the complete loss of, another student's or school's device. Students and their parents/caregivers will be held responsible for any wilful or deliberate act that leads to damaging another student's or school's device. In any dispute regarding the cause of damage, the principal will be the final arbiter.
- 7.3 In the event of ongoing breaches of this agreement, the school will review the student's level of participation in the school technology program.

## **8. BYOx and Own Devices**

- 8.1 Students and their families are responsible for ensuring software and security measures are taken.
- 8.2 Bringing own devices leads to a higher level of student familiarity with devices. This enables students to perform digital tasks more efficiently.
- 8.3 BYOx requires the installation of 'Intune', this can be completed at school with support of the IT technician. This will require the student to be the administrator assigned to device. Otherwise, an instruction sheet can be sent home for families to follow, to complete necessary steps.

## **9. Rent to Buy Student Device Scheme**

- 9.1 Families unable to purchase laptops outside of the school and are interested in a rent to buy laptop scheme must see the Business Manager (BM).
- 9.2 The parents/caregivers will enter a school agreement to make regular rental payments and sign an Agreement form.
- 9.3 This plan is not transferable to a different school. If a student leaves Mossman State High School prior to full completion of payments, they have the option to pay the remainder cost or return the laptop and accessories in well maintained condition.
- 9.4 Mossman State High School retains ownership during the entire payment period, allowing for installation and management of essential software, warranty management and internet safety features.
- 9.5 At the end of the agreement, in line with payment, the laptop will be restored to factory settings and ownership transferred to the student.

## **10. School Day Loan Laptops**

- 10.1 School day loan laptops are in extremely limited supply.
- 10.2 School day loan laptops are not permitted to leave the school premises.
- 10.3 School owned laptops are a day use only and due to the level of demand, these laptops may not be available to use on the day.
- 10.4 Teachers and/or Students can borrow out laptops at the start of the day and return them by end of the day, prior to departing school. Priority given first to Senior students.
- 10.5 When borrowing laptops students are agreeing to take care of this laptop, any violation and damage are subject to the above agreements.
- 10.6 Students may return laptops during the day in the designated return time window, at the end of the lesson and at beginning of 1<sup>st</sup> and 2<sup>nd</sup> breaks.