



# Coomabah State School

## Responsible Use of Technology Agreement

The core purpose of technology at Coombabah is to enhance teaching and learning.

This agreement covers the use of technology at our school, including both privately owned devices (such as BYOD "Bring Your Own Device" and mobile phones) and school-owned devices such as desktops, laptops, and printers.

It is to be read in conjunction with the school's **Responsible Behaviour Plan for Students**. This plan contains information regarding the rights and responsibilities of students within a safe, supportive and disciplined environment. Specifically, it contains detailed information regarding:

- The Use of Personal Technology Devices at School
- Procedures for Preventing and Responding to Incidents of Bullying (including Cyberbullying)

**Please note:** Parents and caregivers need to be aware that physical damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Code of conduct document which can be found on our website at:

<https://coombabahss.eq.edu.au/supportandresources/formsanddocuments/documents/student-code-of-conduct-2025.pdf>

### Using Technology Responsibly

The following are examples of responsible use of devices by students:

- using iPads for:
  - engagement in class work and assignments set by teachers
  - developing appropriate technology knowledge, skills and behaviours
  - authoring text, artwork, audio and visual material for assessment and/or publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned schoolwork
- being courteous, considerate and respectful of others.
- restricting the use of a personal mobile device for private use to either before or after school, mobile phones must be stored in the office when the student arrives and collected at 3pm.
- backing up data securely so that in the event of hardware or software failure schoolwork or assessment is not lost.
- safeguarding access to network and internet resources by not sharing logon information and using strong passwords.
- ensuring the iPad is brought to school for the purpose of learning is fully charged at the beginning of each school day ready for use.
- ensuring all technology brought to school is kept securely or in a suitable protective case to avoid damage.
- Not using iPads when arriving at school until class time or after school while waiting for parents or bus.

The following are examples of irresponsible use of technology by students:

- using the device in an unlawful manner
- communicating digitally with others during learning time outside the task requirements
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language

- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private cellular networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using mobile devices to send unsolicited material to other students (such as via Bluetooth/AirDrop)
- Recording or taking images of students in uniform outside of school hours/grounds

#### **Privacy**

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Coombabah State School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Even when consent is obtained for recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others. If it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students must not record images anywhere so that recording would not reasonably be considered appropriate (e.g. in changing rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless the class teacher provides express consent.

Students should note that the recording or dissemination of images that are considered indecent is against the law and if detected by the school will result in a referral to the Queensland Police Service.

Breach of this policy may be subject to discipline (including suspension and recommendation for exclusion).

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

**The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:**

- I have read and understood **The Responsible Use of Technology Agreement** and agree to abide by the guidelines. I am aware that non-compliance or irresponsible behavior, as per the Agreement and the school's associated **Responsible Behaviour Plan for Students**, will result in consequences relative to the behaviour.

**Student's name:** ..... **(Please print)**

**Class:** .....

**Student's signature:** ..... **Date:**     /     /

**Parent's/caregiver's name:** ..... **(Please print)**

**Parent's/caregiver's signature:** ..... **Date:**     /     /