

2020

# Coombabah State School



*BYO* iPad  
Technology  
Agreement

# Technology Agreement

## Coomabah State School

The Technology Agreement at Coombabah State School comprises TWO documents:

- The Responsible Use of Technology Agreement
- The Third Party Website Consent Form

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.
- I have read and understood the **Third Party Website Consent Form**. I understand that my child's personal information – as described in this document - may be provided to third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

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

Year: .....

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

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

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

# 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 Responsible Behaviour Plan.

The complete plan can be found on our website at:

<https://coombabass.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Documents.aspx>

## Using Technology Responsibly

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

- using technology for:
  - engagement in class work and assignments set by teachers
  - developing appropriate 21<sup>st</sup> Century 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 school work
- being courteous, considerate and respectful of others.
- restricting the use of a personal mobile device for private use to outside of school hours and grounds.
- 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 a device that is brought to school for the purpose of learning (such as a BYOX tablet or laptop) is fully charged at the beginning of each school day ready for use.
- ensuring all technology brought to school is kept securely (in a classroom) and in a suitable protective case to avoid damage.

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

- using the device in an unlawful manner
- 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
- deliberately wasting printing and Internet resources
- 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 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using a mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- using mobile devices to send unsolicited material to other students (such as via Bluetooth functionality).

**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 where 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 that recording would not reasonably be considered appropriate (e.g. in change 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.

## Third Party Website Consent

In order to provide quality teaching and learning, we increasingly require students to access websites that offer a range of resources and services. Some of these sites are third party. A third party website is any website which is managed or owned by a private company or organization outside of Education Queensland. Some of these sites require teachers to register students so as to monitor their learning and progress. **No further cost is associated with the use of these sites.**

Registration **may** include disclosing the following information about your student:

- Student name (first name ONLY)
- Year group
- Class teacher
- Student Education Queensland email address

**We will NOT provide a first name and surname together that would allow a student to be identified outside the school.** The school will comply with relevant privacy legislation and with all risk assessments covering third party websites as regularly conducted by Education Queensland. Under Queensland legislation, we are required to gain your informed consent for registration to occur.

Before you complete this consent form you are encouraged to understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found at the hyperlink below with links to each website's terms and conditions and/or privacy policy:

<https://coombabass.eq.edu.au/Curriculum/Pages/Third-Party-Websites.aspx>

Please note that the page above contains a list of sites used school-wide. Your child's teacher will make decisions regarding which of these sites are appropriate for their learning.

It is not compulsory for you to provide this consent. If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school. Please note that, given the significance that these services provide, the school may contact you to discuss your reasons should you not consent or fail to provide a response.

If you have any queries regarding this consent form, please do not hesitate to contact our Head of Department for Information Technology: