



## Crestwood High School Technology Use Agreement

Crestwood High School aims to improve student learning experiences both in and beyond the classroom through the use of technology. Crestwood High School provides the opportunity for students to use appropriate technology in the classroom. The school does so with the expectation that they will make responsible decisions with regard to their personal use of technology.

This Technology Use Agreement must be signed before students are permitted to use devices at school.

Students and parents/carers must carefully read this Technology Use Agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the Agreement is signed.

## Crestwood High School Technology Use Agreement

Agreement:

- i. We have read the following pages of the Technology Use Agreement
- ii. We understand our responsibilities regarding the use of the device and the internet.
- iii. In signing below, we understand and agree to the Technology Use Agreement
- iv. We understand that failure to comply with the Technology Use Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause (5).

**Name of student:** ..... Year Group ..... (eg: 7, 8, etc)

**Signature of student:** ..... Date:..... / ..... / .....

Name of Parent/Carer: .....

Signature of Parent/Carer: ..... Date:..... / ..... / .....

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL**

## **1 PURPOSE**

Crestwood High enables students to make use of purchased devices and Department of Education supplied devices to expand and enhance their learning in and beyond the classroom. Crestwood High School will facilitate this in accordance with the BYOD program and Technology Agreement. However students and parents must be aware of, and consent to, the boundaries described in this Technology Agreement.

## **2 SCOPE AND DEFINITIONS**

### **2.1 Parties**

This agreement is between Crestwood High School, a student currently attending or who will be attending Crestwood High School, and their parent or carer.

### **2.2 'Student' and 'Students'**

Reference in this agreement to Student or Students means a student currently attending or who will be attending Crestwood High School and binds his parent or carer.

### **2.3 'Crestwood High School Technology Use Agreement'**

This agreement may be referred to as the Crestwood High School Technology Use Agreement or Technology Agreement.

### **2.4 'Device'**

Reference in this agreement to 'Device' means electronic equipment including laptop computers, tablets and mobile phones brought by a student to Crestwood High School in accordance with the school's BYOD program. It also refers school supplied electronic equipment including, desktop computers, laptop computers and tablets.

## **3 EQUIPMENT**

### **3.1 Custodianship**

In accordance with Crestwood High Schools 'Bring your Own Device' (BYOD) program, a student's personal device must be able to be brought to school by the student on every school day and be solely for the student to use throughout the school day for educational purposes.

### **3.2 Choice of equipment for the 'Bring your Own Device' (BYOD) program.**

The device must meet all the requirements of the Device Specification sheet. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Crestwood High School.

### **3.3 Use of alternate equipment**

(a) Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program.

(b) Mobile phones do not meet the requirements of the BYOD specifications sheet and are therefore not considered appropriate as a BYOD device.

### **3.4 Damage or loss of equipment**

#### **3.4.1 Students bring their own device for use at School at their own risk.**

**3.4.2.** For the removal of any doubt, Crestwood High School will not be responsible for any loss, theft or damage to:

(a) The device.

(b) Data stored on the device (backup of vital data is the student's responsibility).

- 3.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 3.4.4 In circumstances where a device is damaged by abuse or a malicious act by another student (“the other student”), reimbursement may be required. The Principal or Principal’s representative will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
- 3.4.5 The above clause (3.4.4) does not bind students to the determination of the Principal.
- 3.4.6 Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

#### **4 STANDARDS FOR EQUIPMENT CARE**

Students are responsible for:

- (a) Taking due care of the device in accordance with school guidelines.
- (b) Adhering to the Department of Education and Communities’ policy *Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04)*.
- (c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

#### **5 MISUSE OF EQUIPMENT AND COMMUNICATION SYSTEMS**

5.1 Standard school discipline procedures apply for misuse of any device contrary to this Technology Use Agreement or other school rules.

5.2 Examples of action the school may take in cases of misuse include:

- (a) the device is taken away by a teacher for the remainder of the lesson.
- (b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device.
- (c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked.
- (d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school’s discipline procedures.
- (e) Access to use of school provided equipment and the Department of Education wired or wireless networks will be suspended.

#### **6 ACCEPTABLE EQUIPMENT AND COMMUNICATION SYSTEM USE**

6.1 Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2 The primary purpose of the device at school is educational.

6.3 Students will be given access to:

- (a) Appropriately filtered internet and network access whilst connected to the school’s wireless network.
- (b) Minimal school network access and printing.

- (c) DEC supplied webmail access.
- (d) Clauses 6.3 (a) and 6.3 (b) do not apply to mobile phones.
- 6.4 Students must bring their device to school fully charged. Students should not assume access to charging in the classroom as this is a safety hazard.
- 6.5 While at school, all material on the device is subject to review by school staff.
- 6.6 Students are to connect their BYOD device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.
- 6.7 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.
- 6.8 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities' policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Technology Use Agreement
- 6.9 The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:
  - (a) at school.
  - (b) to access school-hosted systems.
  - (c) in connection with a school-related activity or school-related program, including coursework.

## 7 TECHNICAL ASSISTANCE AND ADVICE

- 7.1 The school cannot undertake to provide ongoing technical assistance for hardware or software problems that may occur with laptops/tablet devices beyond aforementioned connection to the wireless network. Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.
- 7.2 The student is responsible to ensure that any software or application required is already installed on their laptop/tablet device. The school is unable to supply or install software due to resource constraints and licensing agreements. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computers in one of the computer labs at school.
- 7.3 Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency.

**Note:** The complete *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04) policy is available for viewing at:

[https://www.det.nsw.edu.au/policies/general\\_man/general/accep\\_use/PD20020046.shtml](https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml)