



*Christ Centred
Enriching Community
Nurturing Uniqueness
Inspiring Greatness*

Medowie
CHRISTIAN SCHOOL

SECONDARY STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT 2019

The use of technology at Medowie Christian School is a privilege, not a right.

This Student Acceptable Use of Technology Agreement incorporates the use of all digital devices (e.g. laptops, mobile phones, tablets, e-readers etc.) and all online services provided by Medowie Christian School (MCS). This Agreement also includes cyber safety expectations and is to be read in conjunction with the MCS Care Management and Anti-Bullying Policy.

If a person violates any of the user terms and conditions outlined, privileges may be terminated, and the appropriate disciplinary action will be taken.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable NSW Police may be involved.

The Student Acceptable Use of Technology Agreement **MUST** be signed by all students and parents of students enrolled at MCS.

POLICY STATEMENT

The use of IT equipment, email, and the internet at Medowie Christian School (MCS) is provided to students in order to support their education and provide students with educational opportunities.

Acceptable use of Technology at MCS is guided by the following principles:

- Students must exercise good judgement and behave sensibly and respectfully when using Information and Communication Technologies (ICT), whether they are using school owned or student owned device.
- It is never acceptable to use digital devices to harass, bully or humiliate others or access inappropriate or explicit material. The School's Anti-Bullying Policy applies to social media, email, and all online communications.
- Student's online activity will be closely monitored and reported using a "CyberHound" web filtering appliance.
- Students are responsible for all online activity that occurs using their passwords.



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1.0 GUIDELINES & PROCEDURES:

1.1 Allowing students to use digital devices and providing internet services at Medowie Christian School is done so in order to support their educational and administrative needs. MCS acknowledges that it has a responsibility to provide safe and secure online services. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (e.g. apps, information sharing, social media platforms, new devices etc.). Therefore, students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles:

- Students must behave in an ethical and legal manner when using digital devices, whether school owned, or student provided BYO devices to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a respect for the dignity of each person.
- It is never acceptable to use school or personal digital devices to harass, bully or humiliate others.

1.2. This policy informs parents and students of the school's expectations when students are using devices and services provided at MCS at school, at home, or any time they are using them for education purposes. It provides a framework for students when using their personal equipment to communicate to, or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's Care Management Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (e.g. Family & Community Services etc.) by school personnel.

1.3. The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services both on and offsite. Materials collected will remain the property of the school. School devices may be confiscated.

1.4. Students will be required to cooperate with a direction from the school in providing access to the device.

1.5 No expectation of privacy when using the school provided device should be deemed. Any and all activity performed on the device can and will be monitored when both on and offsite. Access to the internet is monitored through content filtering appliance known as CyberHound.



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2.0 - STUDENTS USING SCHOOL OWNED TECHNOLOGY

Students who use school owned devices have the following responsibilities:

- To care for the device to the best of their ability.
- To keep the device secure and protect it from any malicious damage.
- Return the device (and any inclusions such as power cords and carry case) in good order.
- To follow all instructions and procedures set up by the school for the use of devices.
- To only use the Internet within the school Internet filtering system provided.
- Save all work produced and upload to their Microsoft Office365 OneDrive / Google Classroom account and not the device storage.
- Students accept and engage in activities facilitated by teachers involving Apple Classroom.
- To ensure that any damages are reported to the IT Department as soon as possible.
- If departing from MCS, that all school issued technology is returned. Failure to return all issued hardware will inhibit the school administration from exiting the student in a prompt manner. Physical school issues devices include:
 - Apple iPad Pro 10.5" (Years 7-10) / Apple iPad Pro 12.9 (Years 11 & 12)
 - Apple iPad Pro Charger
 - Apple iPad Pro Keyboard (applicable to Years 11 & 12)
 - Apple Pencil (applicable to Years 11 & 12)
 - Apple iPad Pro Case

3.0 - DIGITAL CITIZENSHIP RESPONSIBILITIES

The Students Acceptable Use of Technology Agreement addresses the particular use of mobile technologies that has come to be referred to as 'Cyberbullying'. The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, is criminal in nature or has the capacity to impact on relationships across the wider school community.



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3.1. When using school devices to access school provided email and internet services students will:

- Ensure that they access the internet only within the school proxy and filtering system provided.
- Ensure that communication through internet and email services is related to learning
- Keep passwords confidential, current and private.
- Promptly tell their teacher if they suspect they have received spam (i.e. unsolicited email), or if they receive a message that is inappropriate or makes them feel uncomfortable and or access to similar websites inadvertently displaying inappropriate content.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- Use appropriate privacy controls for all internet and app-based activities, i.e. location settings.
- Ensure that school supplied services are not used for unauthorised commercial activities, unauthorised political lobbying, online gambling or any other unlawful purpose.

DIGITAL CITIZENSHIP RESPONSIBILITIES (Continued)

3.2. When using the school supplied services or BYO devices at school students will not, and will not attempt to:

- Disable settings for internet filtering that have been applied by the school, and not attempt to evade them through use of proxy sites including tethering/hot-spotting to mobile phones.
- Disable system provided apps.
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Enter 'chat' or 'social networking' internet sites in class without the permission of a teacher.
- Search for or access inappropriate images or material reasonably considered objectionable, defamatory or offensive.
- Disclose or upload personal information about another person (including name, address, photos, phone numbers).
- Take photos or video of other students, teachers or any other member of the school community without their express consent.



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3.3. When using ICT to communicate or publish digital content students will never include:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or make unreasonable demands
- Sexually explicit or sexually suggestive material or correspondence, as per division 15A of the Crimes Act 1900 (NSW).
- False or defamatory information about a person or organisation
- The school name, crest or any other identifying material without the written permission of the Principal.

3.4. Hotspot and 4G Capabilities

Students are not permitted to use 4G mobile hotspot capabilities to circumvent the school network.



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4.0 – STAGE 6 SPECIAL PROVISIONS - MOBILE PHONE ACCESS ON SCHOOL NETWORK

Students are permitted to connect their mobile phones to the MCS Wi-Fi networks. The following points are to be taken into consideration:

- Students will need to authenticate to the MCS Wi-Fi network using their MCS credentials.
- Students will also need to install the CyberHound certificate to gain internet access.
- Students device will be filtered when on site, and any alerts of misconduct on the school network will be reported to the Director of IT Services.

CYBERHOUND

Medowie Christian School (MCS) uses a “CyberHound” appliance, which tracks in real time, all activity on social media, the Internet and applications. Students must be aware that their Internet access through the School’s network (including e-mails and social media use) is monitored at all times, whether at school or home.

Student safety is the highest priority at Medowie Christian School. CyberHound identifies patterns of behaviour that indicates risks to students’ wellbeing using evidence-based triggers from email, Internet search activity, web browsing, chat and common social media platforms.

When a risk is identified, the Director of IT Services is instantly notified of the potential risk via an email alert system to which the risk is passed onto the respective Head of School. Similarly, if students are found to be accessing unlawful, inappropriate or explicit websites, engaging in online bullying or harassment or using inappropriate language, a report will be sent to the Director of IT Services and promptly forwarded to appropriate personnel.

Students should note that their online activity will not be disclosed to other staff or students unless required for legal, pastoral care / wellbeing or disciplinary purposes.



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STUDENT ACCEPTABLE USE of TECHNOLOGY AGREEMENT FORM 2019

Student Name: _____ Class: _____

PARENT AGREEMENT

I/we have discussed this policy with my/our child, and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Behaviour Management Policy.

Signed _____ Date _____
(Parent or Caregiver)

STUDENT AGREEMENT

I have read and discussed this policy with my parent/caregiver, and I agree to be a responsible and always uphold these rules both within and outside of school.

Signed _____ Date _____
(Student - not required for children under 10 years of age.
Parent signs on behalf of the student).



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PARENT PERMISSION TO PARTICIPATE IN E-LEARNING ACROSS ALL CURRICULUM AREAS
INCLUDING THE ICT GENERAL CAPABILITIES IN THE SYLLABUS:

Teachers may incorporate the use of online web content creation tools and sites including the Cloud based platforms (Apple Classroom, Google Apps, Microsoft Office365) Virtual Learning Environments during the course of supervised learning activity. Parents are requested to give permission for students to register for these sites by completing the form below.

As Parents / Caregivers, I/we give permission for my child to:

- Use their school email account for education purposes.
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers.
- Use a variety of websites, including registration and the use of usernames and passwords, for educational purposes including Cloud based platforms (Google Apps for Education, Microsoft Office 365).

Signed _____ Date _____
(Parent or Caregiver)

Student's Name _____ Class _____
(Please print student's name)