Chapel Hill State School BYOD Acceptable Use Agreement

This document defines the Acceptable Use Agreement for students involved in the Chapel Hill State School BYOD Program. Its main purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's computer systems also have Internet and Electronic Mail access.

The BYOD program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

Chapel Hill State School deems the following to be responsible use and behaviour by a student:

- Use technology devices for:
  - engagement in class work and assignments set by teachers
  - developing appropriate 21st Century knowledge, skills and behaviours
  - authoring text, artwork, audio and visual material for 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
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the school's eLearning environments
  - ensuring the device is fully charged before school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a technology device.
- Switch off and place out of sight the technology device during classes, where devices are not being used in a teacher directed activity to enhance learning.
- Seek teacher's approval where they wish to use a technology device under special circumstances.

Chapel Hill State School deems the following to be unacceptable use and behaviour by a student:

It is unacceptable for students to:
- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures;
- Cyberbully, insult, harass or attack others or use obscene or abusive language;
- Deliberately waste printing and Internet resources;
- Access inappropriate web content (including but not limited to: gaming sites) without permission;
- Damage any electronic devices, printers or the network equipment;
- Commit plagiarism or violate copyright laws; (e.g. Use of illegally downloaded games and music, and illegal sharing of games and music)
- Use unsupervised internet chat or messaging
- Send chain letters or spam e-mail (junk mail)
- Access external or 3/4/5G networks on school premises (disable this feature prior to coming to school)
- Knowingly download viruses or any other programs capable of breaching the Department's networks security.
- Handle and use another student's device without teacher authorisation

In addition to this Chapel Hill State School states that:

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.

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual devices and their network accounts.
- Accidental damage to a device is the owner of the device's responsibility. Students and their parents/guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal will be the arbitrator.
- No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school server only).
- Students must get teacher permission before copying files from another user.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, privacy considerations, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- All devices require a protective case when not in use and must be clearly identified with the student's name.
- The device meets the minimum specifications as set out in the Chapel Hill State School BYOD Information booklet.
- Devices must have 3G/4G/5G (or similar) disabled in the school environment if the device has that capability. This will ensure that the school can effectively monitor student internet access.
- Teachers (and parents) in student presence will perform checks to monitor that there is no illegal/unsuitable software applications and content. These checks will also include tracking the websites which are visited. Inappropriate use will be managed as per the CHSS Student Code of Conduct.
- Students are to provide access to devices for the purpose of monitoring and mirroring of student work in class to ensure appropriate use.

STRIVING FOR EXCELLENCE

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER and returned to the school.

☐ **I have read, understood and accept the Acceptable Use Agreement and the Chapel Hill State School BYOD Information Booklet (available on the school website).**

☐ **I agree to abide by the above rules.**

☐ **I understand that the school will not repair my device hardware or operating system software, and that technical support is limited to network connection and provision of school based software.**

☐ **I am aware that any non-compliance or breaches of the Acceptable Use Agreement will result in consequences relative to the behaviour that may include my/my child's immediate removal from the system for a specified period as per the school's Student Code of Conduct and in relation to the severity of the offence.**

☐ **I give permission for the classroom management software to be installed on my/my child's device (recommended but not mandatory).**

Student's name	**Signature of student**	**Date**
Parent / caregiver's name	**Signature of Parent / Caregiver**	**Date**
School Representative's name	**Signature of School Representative**	**Date**