

## YEAR 7 PART A: Learning Technologies User Responsibilities and Acceptable Use Agreement 2011

St Joseph's College as part of its educational mission strives to provide for all its students the very best practice in pedagogy and resources to enhance their learning experiences. In doing this the college ensures that the students have the opportunities they need to develop the skills required for the successful participation as a citizen of the 21st century. It is the joint responsibility of students, parents and staff to exercise diligence in the use and care of the College technology resources and to display safe behaviours in accordance with College Learning Technologies Policy.

### ***I agree that:***

- I have received a copy of each of the College documents listed below, and I understand and accept the provisions of each of these
  - *SJC Apple MacBook: Use and Care Handbook*
  - *SJC Cybercitizenship Ethics and Safe Behaviours Handbook: A Guide for Students and Parents*
  - *SJC Student Learning Technologies Policy.*
- I understand that I shall have access to a computer from the College for my daily use until I complete Year 12. The current computer is a 13.3 inch Apple MacBook computer with "Speck" see through hard shell case and power adaptor, a USB LACIE External HDD, and a Targus protection carry bag. The intention is to upgrade the computer when its warranty expires usually after 3 years. My family will have the opportunity to purchase the out of warranty computer for a nominal fee.
- I further acknowledge that the Computer and its accompanying software, hardware, protective bag and power adapter are the sole property of the College and are issued to me for my use.
- I understand that upon my taking possession of the Computer, all software, hardware and accessories will be in good condition and in full operational order.
- I understand and accept that should I depart the College, I will return the computer and its accompanying software, hardware, protective bag and power adapter to the College in good condition and in full operational order. Alternatively, my parents may contact the parish Finance Officer to seek a payout figure to purchase the computer and accessories.
- In the event of damage to the computer, I agree to personally return it, to the school within one school day of the damage occurring. I understand that I will be, with the assistance of my parent/caregiver, required to complete a College Learning Technologies Incident Report form and that the College or its service agent will then assess the damage.

### ***As a responsible user, I agree that:***

- The SJC email accounts, blogs, personal web pages, ePortfolios, Studywiz pages or any other computer based material are not private and may be viewed by my teachers and parents at any time.
- I will log onto the SJC network, Studywiz or any other digital device using only my own username and password.
- I will only use learning technologies at SJC (including the Internet) for learning related activities.
- I will take care to check the credentials and reliability of any information obtained from the Internet.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and disciplinary action.
- Software, desktop systems and operating systems are not to be changed, copied or introduced by me.
- I will not store, play or share or view information that is inappropriate on the Internet, external backup HDD, USB drives, Portable Media players, CDROMS, DVDs or any other media.
- I will abide by copyright law by not copying and redistributing another's work. As a user, I shall acknowledge the rights of copyright owners.
- I will not use digital technologies to harass or bully another student.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal addresses or contact numbers over the Internet including my own.
- I will not knowingly introduce a virus, to either my laptop, my peers laptops, or the College network.
- I will charge my laptop each evening in preparation for the next school day.
- I will backup data on my laptop to my provided external HDD every night.
- My parents will be aware of and monitor my use of computers and the internet at home.
- I will abide by the requirements of both the Manufacturers' and St Joseph's College User Manuals.

### ***Acceptable Use Statement:***

I understand and will abide by the above responsibilities and rules for use of learning technologies resources. I further understand that any violation of the above responsibilities and agreement is unethical and may constitute a criminal offence under the various state and Federal laws that currently exist and may come into being in the future. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or legal action may be taken.

I understand that revocation of access privileges may place me at a disadvantage in my education and I may have to undertake additional work in research and presentation that does not use digital technologies.

This Agreement and Acceptable Use Statement may be reviewed on an annual basis. I have read, understand and accept the terms of this agreement.

Students Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Year level: 7

**YEAR 7 PART B: Parent/Care Giver Responsibilities and Agreement in regard to College Supplied Learning Technologies - 2011**

St Joseph's College as part of its educational mission strives to provide for all its students the very best practice in pedagogy and resources to enhance their learning experiences. In doing this the college ensures that the students have the opportunities they need to develop the skills required for the successful participation as a citizen of the 21st century. It is the joint responsibility of students, parents and staff to exercise diligence in the use and care of the College technology resources and to display safe behaviours in accordance with College Learning Technologies Policy.

***As Parent or Guardian, I agree that:***

- I have accessed a copy of each of the College documents listed below, from the College intranet and I have read, understood and accept the provisions of each of these
  - SJC Apple MacBook: Use and Care Handbook
  - SJC Cybercitizenship Ethics and Safe Behaviours Handbook: A Guide for Students and Parents
  - SJC Student Learning Technologies Policy.
- I understand that these resources are designed for educational purposes. I also recognise that it is impossible for the College to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the Internet.
- I acknowledge that the MacBook and accessories issued to the student under my guardianship, is for his/her exclusive daily use throughout his/her enrollment at the College to the end of Year 12, at which time the family will be given the opportunity to purchase full management rights to the laptop and accessories for a nominal fee. College owned software will be removed.
- I further acknowledge that the MacBook and its accompanying software, hardware, protective bag and power adapter are the sole property of the College and are issued to the student for their use, until such time as a further arrangement is negotiated with the College.
- I understand that upon the student taking possession of the MacBook, all software, hardware and accessories will be in good condition and in full working order.
- I understand and accept that should my child's enrollment at the college cease then I will be responsible for the return of the MacBook and its accompanying software, hardware, protective bag and power adapter to the College in good condition and in full working order. Alternatively, I may contact the Parish financial office at that time to seek a payout figure, should I wish to purchase the Laptop and accessories.
- Should a machine require service at the agents facility, a loan machine will be provided until the repaired machine is returned to St Joseph's College. The repaired machine will be returned to the student and the loan machine surrendered to the college's IT Team
- In the event of damage to the MacBook, I agree to personally return it, or supervise my child returning it to the school within one school day of the damage occurring. I understand that I will be, or the student will be, required to complete a College Learning Technologies Incident Report form forthwith and that the College and its service agent will then assess the damage.
- Where the College and its service agent assesses the damage:
  - to be covered under warranty, a loan machine will be provided until repairs have been carried out on the machine, which will then be returned to the student, or
  - not to have been caused by a breach of the *MacBook Use and Care Policy*, and where the damage is deemed not to be covered under warranty, I will be responsible to pay an excess amount of \$150 in the first instance, increasing upon every subsequent claim, towards repair or replacement of the laptop, or
  - to have been caused by a breach of the *MacBook Use and Care Policy*, I acknowledge and agree to pay the cost of all damage and necessary repairs up to the replacement cost of the MacBook. I understand that the College ICT Support Department will advise me in writing of the repair costs.
- If the MacBook is lost or stolen I agree to notify the school immediately and complete a College Learning Technologies Incident Report form including a Police Crime Report Number. An assessment will then be made by the College. An excess of \$150 will apply in the first instance, increasing to \$750 on the second claim and the full replacement value on the third claim.
- Where individual component parts or accessories are required to be replaced the costs of individual parts must be paid in full.
- In each case where repair or replacement of the laptop is required a "Learning Technologies Incident Report Form" must be completed and signed by both the Student and the Parent.

***As a responsible parent/caregiver, I agree that:***

- I will supervise the student to care for the MacBook. I further agree to ensure that the MacBook is operated only in accordance with the SJC Apple *MacBook Use and Care Handbook* and the *College Acceptable Use Agreement* (above).

I have read, understand and accept the terms of this agreement. At least one primary caregiver/parent to sign.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / / 11

Signature: \_\_\_\_\_ Date: / / 11

Email address\*: \_\_\_\_\_

Email address\*: \_\_\_\_\_

*\*This will be used to email a Studywiz password and instructions*