

Surf Coast Secondary College

Digital Learning School Community Agreement



By the time students arrive at secondary school, most will already be regular and active users of digital technologies including social media tools such as Facebook.

Surf Coast Secondary College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

PART A: SCHOOL PROFILE STATEMENT

Surf Coast Secondary College is a 1:1 learning environment where the power of technology is embraced to enable all students to have access anywhere, anytime to high quality online resources and information.

The following aspects of our school community support safe, responsible and effective behaviours online at school and at home in line with the eSmart Schools initiative:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly

states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be

guaranteed.

- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Where can you access more information?

- Follow us on Twitter for regular updates about the school and learning programs @surfcoastsc. We also have a Facebook page SurfCoastSecondaryCollege - join us there too!
- Find more links to online resources about our curriculum and student wellbeing programs at <http://www.surfcoastsecondarycollege.vic.edu.au>



PART B: STUDENT RESPONSIBILITIES

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental

consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult

- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password other than their own

- Not bringing to school or downloading unauthorised programs, including games.
- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.



PART C: CONDITIONS OF USE OF OTHER PERIPHERAL DEVICES AT THE COLLEGE

Ownership:

- Students bring their mobile phone or other peripheral digital devices (such as iPods, mp3 players, digital cameras) to school at their own risk. Communications with parents can take place via the Administration Office. Mobile phones that are brought to school will be confiscated and parents contacted. Other peripheral devices such as cameras are also provided for at school.
- Parents/guardians and students need to be aware that any personal items, such as mobile phones, that go missing on school grounds, are not the responsibility of the College. A police report should be filed where appropriate for lost or stolen goods. The school is also not liable for any damage to mobile phones or other digital devices that are owned by the student. However, we will support families and students using Restorative Practices principles.
- Students should report any lost personal items to their Learning Community Leader, and also their parents, immediately.

Appropriate Use:

DURING CLASSTIME

- Students are not to have their phones on them at school. All students are contactable via the Administration Office in case of an emergency. Other devices, for example, to listen to music are also not essential. They can lock these items in their lockers.
- Students are required to follow all staff's instructions at all times with regards to the use of all digital devices. Refer to the 'consequences for misuse' section for more information.
- Students are not to use their devices to take photos or video of other students or staff members without their permission
- Students are not to answer calls, texts or instant messaging services on their device during class

IN THE YARD

- Students are not permitted to have their phone with them at break times
- iPads are not to be used in the yard at break times. Students are also not permitted to use their iPad recreationally in the library at break times as this space is for quiet reading, study or organised activities.
- Students are not to take photos or video of other students or staff members at any time during break times
- Students should not take their mobile phone or other digital devices to areas in the yard where they are more at risk of being damaged (eg sporting fields) or leave them unattended, or in the care of other students

ON EXCURSIONS/CAMPS

- Students do not need to take their phones on an excursion with them unless otherwise directed by the teacher.
- The College takes no responsibility for these personal items when on excursions/camps and they remain the responsibility of the student
- The same expectations for use in classrooms apply to devices when on excursions/camps.

PART D: CONSEQUENCES OF MISUSE OF DEVICES

Rationale

The College may at times be required to enact consequences for students about inappropriate behaviour or misuse that involved technology at the College. The premise of all decisions will always be in the best interests of the safety and privacy of all individuals at the College and part of its community.

Consequences will also align with the College's School Wide Positive Behaviour values (Strive, Unite, Respect and Flourish), and also with Restorative Justice Practice principles. The aim will always be to not only prevent harm, but also to educate our young people about the positive choices that they need to make about their use of technology and the impact that misuse can have on others.

What constitutes misuse of a device?

MISUSE OF A DEVICE CONSTITUTES ANYTHING THAT HAMPERS THE ABILITY OF AN INDIVIDUAL TO ENGAGE POSITIVELY IN THE LEARNING EXPERIENCE, OR IMPACTS ON THEIR HEALTH, WELLBEING AND SAFETY. This includes infringements on following this agreement as it has been signed and failing to follow instructions to rectify their behaviour.

This may include, but not be limited to:

- Using a device to take photos or video or another person without their consent
- Mistreating their device by throwing it or not having it in the appropriate cases for protection. Or mistreating someone else's device
- Using a VPN, or other method of bypassing the school's network, to access the internet
- Using social media to engage in bullying or harassment of others
- Not appropriately responding to requests to limit their inappropriate use of school internet facilities by downloading games or large files that are not related to their learning
- Failing to follow a teacher's instructions about use of their device, or corrective behaviour to rectify such misuse

Consequences

All consequences given to students at Surf Coast SC will follow a Restorative Justice Practices ethos, and also include conversations with students to support them to learn from their mistakes and also repair any damage to relationships that may have occurred.

On the first occasion....students will be warned and maybe given a corrective directive by the staff member

On the second occasion....the student's device may be removed from them temporarily. This may be for a brief time in that lesson, or until the end of the lesson, dependent on the activity taking place. A record will be placed onto Compass noting the failure to follow instructions. A student who does not fulfill these responsibilities may have his/her rights disabled or altered, and a parent/student/teacher meeting will be scheduled to discuss the infringements and restore the situation.

On the third occasion....the device will be removed from the student and given to the Learning Community Leader who will follow up to resolve the issue and create a support plan. Parents may also be asked to come to the College for a meeting or to collect a device.

PART E: CONDITIONS OF USE OF DEVICES

1. Ownership

1.1 When an iPad has been purchased through the College, the device remains the property of Surf Coast Secondary College until all payments are made in full. If the student leaves Surf Coast Secondary College, all remaining payments for the device must be paid in full at this time.

1.2 The iPad may be recalled if payments are not maintained in accordance with the Digital Device Purchase Agreement. In events of financial hardship please contact the College's Business Manager or Finance Leader.

1.3 If the parent/guardian/student wish to use a school purchased iPad without the approved protective case, or case that don't supply the correct level of protection, they will need to meet the Assistant Principal to discuss further. Actions may include iPad recall or for the iPad to be paid in full so that it is no longer classed as the property of the College.

1.4 For BYOD devices, the device is solely the property of the student/family. However, if it is brought to school for learning purposes, Surf Coast Secondary College can ask for and undertake actions to manage this device so that the student's engagement in their learning is maximised.

1.5 The device is expected to be brought to school on a daily basis by the student for use at school, and taken home each night. It is expected that the student will use an iPad in Years 7 to 9 at a minimum, then may choose to enter into a new agreement to use an alternative Apple device from Year 10 onwards.

1.6 The College reserves the right to check all materials, whether accessed via the College network or at home, that are housed on the device for the purposes of ensuring that there is no inappropriate material for the age of the student, or for use in an educational setting, or that may prove a safety concern.

2. Damage or Loss of Equipment

2.1. The school purchased iPad is covered by a manufacturer's AppleCare Plus warranty for two (2) years. The warranty covers manufacturer's defects and normal use of the iPad. It does also provide for two reduced cost accidental damage repairs. It does not cover negligence, abuse or malicious use above and beyond this.

2.2 The College recommends that BYOD devices are covered by a manufacturers warranty and insurance. Any warranty and insurance for the device is the responsibility of the student/parent/guardian. The device will not be repaired by the College, nor is it covered by any insurance at school.

2.3. Loss, accidental damage or theft of any device during school hours must immediately be reported to the Year Level's Learning Community Leader. The Learning Community Leader, or delegate, will issue the student with a **Digital Device Incident Form**. This form must be completed and returned to the Administration Office before the incident can be investigated.

2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report must be made by the family. This issue is a private one, and the College will not be involved in cases where a BYOD device has gone missing outside of school hours.

2.4. Students will be required to replace a lost or damaged device, or other peripherals if supplied, within a maximum of ONE MONTH time frame to ensure that the learning is not impacted on negatively for the student.

2.5. Students are advised to have an appropriate protective case or carry bag for their BYOD device.

3. Faulty Equipment

3.1 Students who experience problems with either hardware or applications must notify the ICT Manager immediately. If this issue is deemed to be one that is related to the College network and infrastructure, assistance will be provided. Devices will be repaired as quickly as possible and returned to the student. The student may be provided with a replacement device. They are also able to access iMacs in the support of their learning.

3.2 Students who experience problems with either hardware or applications must notify the ICT Manager immediately. If this issue is deemed to be one that is related to a warranty issue or repair that is not related to the College's infrastructure, the student/parent/guardian will be informed of the need for them to arrange for the device to be repaired in the case of a BYOD device, or supported to engage in accessing the warranty service if it is a school purchased iPad. The student may be provided with a replacement device. They are also able to access iMacs in the support of their learning.

4. Parent/Guardian Responsibilities

The student's parents/guardians are responsible for:

4.1. Supervising the student's device and Internet use at home to ensure that the student is using the device safely and responsibly and in accordance with the **SCSC Digital Learning Community Agreement**.

4.2 Paying any costs incurred by the College in repairing or replacing any device where the student has been deemed responsible for deliberate damage, abuse or loss by neglect of a device.

4.3 Ensure the student's iPad remains in approved protective case, failure to do so may result in the iPad being recalled.

4.4 Paying the BYOD Administration fee as set out in the SCSC Device Purchase Agreement (\$50 for iPads and \$90 for MacBooks).

5. Warranty Claims

5.1. The iPad will be covered by AppleCare Plus this is purchased as part of the package. By accepting the Deed of Agreement, I agree to pay the cost of any repairs of the following amounts, should accidental damage occur that is not covered by the warranty. AppleCare+ provides two incidents of accidental damage, each subject to a \$65 service fee.

5.2 A BYOD device will be covered only by warranties and insurance that the parent/carer provides. The College recommends that parents purchase an AppleCare Plus extended 2 year warranty.

Repairs to an Apple device can be quite costly, so we appreciate your support in ensuring that your child looks after their device appropriately and maturely. The College can provide advice on where repairs can be done in a timely and cost effective manner outside of warranty claims, however, it is the parent/carers responsibility to undertake the organisation of any repairs.

IMPORTANT: any malicious damage will need to be paid for in full by the student who caused the damage.

In instances whereby there is a dispute over the cause of the damage to a device, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this clause will be made by the Principal and will be based upon this Declaration.

6. Re-imaging of the Device and ICT Maintenance

6.1. The iPad may need to be required to be returned to the school at any time that upgrades to software or wireless connectivity is required. This will allow ICT staff to ensure that the devices are operating at an optimal level.

6.2 Students will be required to remove any personal files and ensure they have appropriate backups as the data will be lost when a re-image occurs.

6.3 Students will be required as requested by staff to perform updates to software on their device, such as operating systems and apps, regularly to ensure that their device is up to date and supporting their learning to an optimal level.

6.4. If a device is found to be 'jailbroken', it will need to be restored to factory settings. All data needs to be backed up by the student/family prior.

6.4 All BYOD iPads will be erased and supervised by the College's Mobile Device Management system, this ensures the device has the correct settings and applications. Please ensure iPads are backed up prior to setup on the College network, all data will be **erased** during this process.

Please sign and return this page to the College ICT Office

Digital Learning User Agreement (To be completed by students and parent/guardians)

Purpose:

To inform students and parents/guardians of their responsibilities in relation to the conditions of use of a 1:1 device for learning at Surf Coast Secondary College.

Digital Learning User Agreement

I have read and agree to comply with the SCSC Digital Learning Agreement. I agree to comply with any changes to these policies which will be published on the College's public website.

I accept my responsibilities and the conditions regarding the use and care of the device and use of the Internet as detailed in the SCSC Digital Learning Agreement and associated policies.

I accept that failure to comply with the SCSC Digital Learning Agreement could result in disciplinary action including, but not limited to, removal of Device from College ICT Network.

Please sign and return this Agreement to the ICT Office

A Digital Learning Agreement must be signed and returned to the school before the device will be allowed to be used at the College.

Date: _____

Student Name: _____

Student Signature: _____

**Name of Parent/
Guardian:** _____

**Parent/Guardian
Signature:** _____