Learning Technologies User Rights and Responsibilities Agreement 2022

Dear Parent / Caregiver,

As Catholic educators, our primary goal is to educate the students in our care and to ensure they are kept safe and protected while engaging with learning technologies in contemporary learning environments.

At Santa Sophia Catholic College, we acknowledge and value the critical role technology plays in supporting learning and teaching and strive to embed appropriate technologies within contemporary pedagogies. In Years 5 to 11, 2022, a 1:1 MacBook program will be operational. The provision of a technologically rich environment allows teachers and students to access a greater variety of tools to enhance their teaching and learning. It supports our key educational aim of developing innovative and engaging teaching strategies to facilitate authentic learning for our students.

Learning technologies and resources are available to all staff and students of Santa Sophia Catholic College. The College network is used to facilitate curriculum-related information gathering and communication within the learning community.

The smooth operation of the College network relies on the proper conduct of the users who must adhere to the following agreement and strive to become responsible digital citizens.

The Catholic Education Diocese of Parramatta (CEDP) in conjunction with the Catholic Education Network (CEnet) provides the network infrastructure for connecting devices and all students with a user login account for:

- The Google for Education Suite, which includes a variety of collaborative tools such as Google Drive (Cloud-based storage), Gmail, and Google Docs.
- The Canvas Learning Management System (LMS) and associated third-party applications.
- Internet access through the Diocesan Internet filtering service Zscaler.
  Parents must note, the Internet filtering rules on your device will not apply outside the CEDP network. e.g. at home or public Wi-Fi and hotspot locations.

The access and resources provided to students will be used to:

- Instil in our learners a strong command of information technologies with a focus on digital citizenship.
- Facilitate collaborative learning experiences among teachers and students through electronically based educational projects.

Access and Use of College ICT Services and Facilities

The following policies apply to any BYOD device connected to the CEDP network.

- CEDP acceptable use policies found at:
  www.parra.catholic.edu.au/en/About-Us/Policy-Central under the Technology tab.
- While CEDP respects your right to privacy, student use of ICT on the CEDP network is subject to supervision and monitoring to ensure responsible use.
- Santa Sophia Catholic College and or CEDP reserves the right to change the *Learning Technologies User Rights and Responsibilities Agreement* at any time with notice to be provided to parents through the Skoolbag App.

College-Based IT Support

- College IT technicians may complete basic hardware checks if requested by a student while at school. Students will be notified if a parent/caregiver is required to further action.
- The College IT technicians may provide software support or "How To" assistance for device hardware and software.
- The College IT technicians will ensure reliable connection to the CEDP Network and resources.
- Any College-owned Software or Applications will be made ready for parents to download to the BYOD device as needed.

In the event of a fault or damage to the BYOD device

- It is the responsibility of the family to have the device assessed for faults or damage by a service centre of their choice.
- Any costs relating to the assessment or repair of the device is the sole responsibility of the family.

Terms and Conditions

Before any personal device is brought onto the school grounds parents/caregivers and students must agree to the following terms and conditions of technology usage.

Parent/Caregiver Responsibilities and Commitment

Parents must agree to and acknowledge the following:

- Students are responsible for their own devices and accessories while at school.

- Devices and accessories are to be *clearly labelled for easy identification.*

- The College recommends the use of an appropriate protective case at all times.

- Devices are to be brought to school every day. Teachers will inform students on any days that the device will not be required such as swimming carnivals and other special event days.

- Devices are not to be left at school overnight.

- Students are only permitted to use their devices at school during supervised learning time. Devices are not permitted on the playground at any time.

- Students are to ensure the device's battery is charged each night before a school day.

- BYOD Devices are to be primarily used for educational purposes.

- Parents/Caregivers are responsible for the acceptable use of the device at home by the student.
  BYOD Devices are to be compliant with the requirements given within the *Bring Your Own Device (BYOD) Program* document.

- Parents/Caregivers are responsible to ensure that the *'Student Responsibilities and Conditions of Use'* Section of this agreement has been read and understood by the student.

Software and Applications

- Parents/Caregivers agree to install or allow College IT technicians to install any device management tools required for connecting to the CEDP network.

- Parents/Caregivers agree to install or allow College IT technicians to install any software applications required solely for educational purposes.

- Parents/Caregivers agree to uninstall or allow College IT technicians to uninstall any software that is deemed to be causing a conflict with the school network.

- College-owned software or management tools are to remain on the device until they are deemed surplus to educational requirements.

- All tools and College-owned software will be removed in the same manner should the student leave or graduate from the College.

Student Responsibilities and Conditions of Use

The student must accept that the following rules are to be followed when using digital devices, the Internet, email and the CEDP network at Santa Sophia Catholic College prior to their devices' enrolment:

- The proper use of email and Internet access is the sole responsibility of the student at all times.

- Students are not permitted to provide their CEDP password to another student or allow another student to use their school account.

- The College is not responsible for use of technology or Internet use at home. Parents/Caregivers will monitor the use of technology during out of school hours.

- Data stored locally on the BYOD device must be regularly backed up to protect against data loss. The College *is not* responsible for lost data.

- Devices are not to be left at school overnight.

- When in transit, device lids must be kept closed to minimise damage if the device is dropped.

- It is the student's responsibility to ensure the device's battery is charged each night before a school day.

- Students must seek authorisation before changing device network settings or installing programs or applications that change or monitor network settings on the device.

- Students must adhere to ethical and responsible conduct when using online resources such as email, Canvas LMS and the Internet.

- Students must only comment on their own and other's work in a respectful and constructive manner.

- If photographing or filming a subject (student or staff member), students must be given permission from the subject prior to taking photos or videos for the purposes directed by the acting teacher.

- Students must *only* use the CEDP network and school-owned devices to store and share files that are of an educational nature.

If a student is found to be in breach of these conditions, or to be involved in an incident such as, but not limited to:

- The use of inappropriate language that may be offensive to other users;

- Using technology to harass, attack or menace another user, i.e. cyberbullying;

- Sending or posting false information about a person, group or organisation that might injure the reputation of the person, group or organisation on social media or collaborative sites, e.g., Facebook, Canvas LMS, etc;

- Breaching Australian Copyright law by using the CEDP network to download and or distribute illegally acquired movies, TV programs, music or computer applications;

- Vandalism, theft or any attempt to harm or destroy the device or data of another user;

- Attempt or use technology, software and or techniques to bypass security measures or hacking, for the purpose of disrupting or gaining unauthorised access to the CEDP network, CEDP Network devices or another user's device;

- The copying or distribution of unauthorised data stored on the CEDP network or another user's device;

- Possession or distribution of inappropriate images, video or other media;

- Use of the device contrary to the direction of a class teacher or College staff member. E.g. playing games, social media, instant and/or online messaging in class time.

These incidents will result in loss of access privileges, confiscation of device, parent/caregiver contact or more serious consequences, which may include the involvement of appropriate external authorities.

Student Agreement

By signing and submitting this agreement, I acknowledge that upon breach of this agreement, appropriate disciplinary action will be taken. Actions deemed as inappropriate are identified in but are not limited to this agreement.

Parent/Caregiver Agreement

By submitting this signed agreement, I acknowledge that I have read, understood and discussed with my child, the regulations contained within the *Learning Technologies User Rights and Responsibilities Agreement.*

I give permission for my child to bring their own designated device to school for use in the classroom for educational purposes.

I agree to abide by the *Learning Technologies User Rights and Responsibilities Agreement.*

I acknowledge that the school will not be held liable for any data loss, damage to, or theft of, the device or accessories as a result of this decision.

I give permission for my child to utilize school loan devices as needed and accept responsibility for the replacement/repair of the device if lost or damaged.

<<Parent Signature>>	*<<Student Signature>>*
<<Parent Name>>	<<Student Name>>
Date | <<date>>	