Student Technology User Agreement 2025

Purpose

Caddies Creek Public School aims to improve the online student learning experiences by providing a loan device for use by students at school.

Each child in years 3-6 will be provided their own device for the school year. With this we request a Technology Loan Agreement be signed and returned to the school before the device will be loaned.

Students and parents/carers are asked to carefully read this agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the agreement is signed.
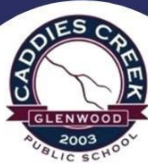
Terms

Device: refers to any technology that students are loaned by Caddies Creek Public School as part of their studies.
NSW DoE: refers to the New South Wales Department of Education.

NSW DoE Policies

Students must be aware of the following NSW DoE Policy:

Digital Device and Online Services (https://education.nsw.gov.au/policy-library/policies/pd-2020-0471**)**

Agreement

- ## Purpose
  - The device is to be provided to each child as a tool to assist student learning at school.

- ## Equipment
  ### Ownership
  - The student is asked to ensure the device is returned to the device storage trolley each day and plugged in for charging overnight
  - The device will remain at school unless circumstances change and the school advises otherwise
  - Access to a device on loan may be terminated if there is damage caused by negligence
  - The school retains ownership of the device at all times
  - If a student leaves the school the device stays at the school
  - All material on the device is subject to review by school staff. If there is a police request, NSW DoE will provide access to the device and personal network holdings associated with the child's use of the device

  ### Damage or loss of equipment
  - All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage
  - Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school
  - Devices that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. In consultation with the child's parents/carers, the Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to device loans

- ## Standards for Device Care
  The student is responsible for:
  - Taking care of devices in accordance with school guidelines
  - Adhering to the NSW DoE Policy: Digital Device and Online Services (https://education.nsw.gov.au/policy-library/policies/pd-2020-0471)
  - Backing up all data including documents / photographs on the school managed NSW DoE Google drive. Students must be aware that the contents of the device itself will be deleted and the storage media reformatted in the course of routine upgrades and repairs
  - Never damaging or disabling devices, device systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass device security mechanisms for either software or hardware
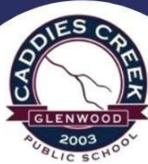
- ## Acceptable Computer and Internet Use
    - Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place
    - Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the **Students must be aware of the following NSW DoE Policy: Digital Device and Online Services (https://education.nsw.gov.au/policy-library/policies/pd-2020-0471)**

Access and Security

Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as departmental standard
- Ensure that communication through Internet and online communication services is related to learning
- Keep passwords confidential and change them when prompted/requested
- Use passwords that are not obvious or easily guessed
- Never allow others to use their personal e-learning account
- Log off at the end of each session to ensure that nobody else can use their e-learning account
- Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- Never knowingly initiate or forward emails or other messages containing:
    - A message that was sent to them in confidence
- A computer virus or attachment that is capable of damaging recipients' computers.
    - Chain letters and hoax emails
    - Spam, e.g. unsolicited advertising material
- Never send or publish:
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person
    - Sexually explicit or sexually suggestive material or correspondence
    - False or defamatory information about a person or organisation
- Ensure that personal use is kept to a minimum and Internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorized programs and intentionally downloading unauthorized software, graphics or music that is not associated with learning, is not permitted
- Never damage or disable computers, computer systems or networks of the NSW DoE
- Ensure that services are not used for unauthorized commercial activities, political lobbying, online gambling or any unlawful purpose
- Be aware that all use of Internet and online communication services can be audited and traced to the e-learning accounts of specific users
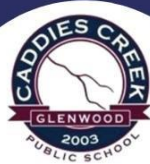
Privacy and Confidentiality

Students will:

- Never publish or disclose email addresses of a staff member or student without that person's explicit permission
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests

Intellectual Property and Copyright

Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published
- Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- They are held responsible for their actions while using internet and online communication services
- They are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

• Monitoring, Evaluation and Reporting Requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- Any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW DoE