



# GBC IT STUDENT AGREEMENT

## 2018 VERSION 1

*This document outlines expectations and procedures for students and their parents/ guardians in regards to the operation, logistics, duties and care of the devices.*

*Date of Effect: 01/02/2018*

# TABLE OF CONTENTS

## Contents

About this Document	1
Internet and Network Resources	2
College Infrastructure Services	4
Personal Devices	5
Respect for Students, Devices and the College	7
User Accounts	8
Ceasing Enrolment	9
Technical Assistance	10
Parent/Guardian and Student Acceptance	11

# ABOUT THIS DOCUMENT

## About this Document

This document contains policies, procedures and advice in regards to the use of both the College's technological resources and the students' personal devices.

Students and parents/guardians are asked to show their acceptance of this agreement by each initialling every page starting with this one, and then completing the acceptance section at the end of this document. The agreement will be valid for as long as a student is enrolled at the College, or until a revised version of this agreement is created.

If the College creates a revised version of this agreement, students and parents/guardians will be notified and the new version will need to be initialled and the acceptance section completed by the date that the new agreement takes effect. If a revised agreement has not been completed by its date of effect, the students account may be disabled until the agreement has been correctly filled out.

Goldfields Baptist College reserves the right to cancel a student's contract if it feels there is a breach of contract or safety to the College or its resources.

# INTERNET AND NETWORK RESOURCES

## Internet and Network Resources

### USE OF NETWORK RESOURCES

It is expected that the students at the College use the College's internet and network resources for accessing College provided services, such as College Email and SharePoint sites, access course related material or conduct course related research.

The following is a list of examples of how students are not to use the College's internet and network resources:

- General, non-course related browsing
- Browsing using "in-private" or "discrete" browsing modes
- Playing online games, unless specifically directed by a teacher
- Accessing inappropriate material such as, but not limited to:
  - o Piracy tools/education or pirated materials
  - o Illicit content (PG rated or above)
  - o Hacking tools/education
  - o Gambling
  - o Violence
  - o Racial discrimination/slander
  - o Anything that breaches the College's ethics and behavioural standards
- Transmitting viruses or hoax/spam emails
- Checking or sending emails from a non-College email account
- Browsing or contributing to social media sites and services
- Utilising communication sites or services from a non-College account, such as instant messaging or voice/video calls
- Resources that provide students with personal physical or financial gain, unless permission is sought from the College
- Anything that breaches the College's ethics and behavioural standards, such as bullying, or has a negative impact on the College

### INAPPROPRIATE USE

In the case of students inappropriately using the College's internet and network resources, action will be taken using the behaviour management procedures in place at the College. If a breach is classified as severe by the Head of Student Welfare and/or the Head of Information Technology, the course of action will be the responsibility of the College Principal.

### LEGAL DISCLAIMER – NETWORK/INTERNET SERVICES

The College is not liable and will keep the Student liable for any losses, damages, costs or expenses (including legal costs assessed on a solicitor and own client basis) which the College may suffer or incur

## INTERNET AND NETWORK RESOURCES

arising out of or in connection with an action or claim brought by a third party against the Student which relates to the Student's use of the College Services, including, without limitation, as a result of:

- (i) The transmission of any illegal, fraudulent or offensive material by the Student;
- (ii) Any breach of the Agreement by the Student; or
- (iii) Any wilful, unlawful or negligent act or omission of the Student

## College Infrastructure Services

### COLLEGE SERVICES

The College is aiming to provide Secondary students with accounts that will grant students access to the following services:

- College email – for submission of assessments, notices and other communication
- SharePoint access – for course related materials, class notices and class calendar
- Remote Desktop Services – for access to College software, such as Photoshop and Sketchup

These services can potentially have a significant positive impact on the students' education and skill development at the College. At the same time, it is important that students show respect for the use of the services in the following ways:

- Ensure email communications are not used to bully, offend or harm anyone in any way
- Ensure any service is not used to distribute inappropriate material such as, but not limited to:
  - o Pirated material
  - o Harmful material for both software, hardware or emotional
  - o Private College resources and material
  - o Illicit or PG classified or above material or suggestions
- Restrain from "passing notes" when students should be paying attention to a lesson
- Restrain from sending emails to staff unless directed to by a member of staff
- Use any service to communicate with a teacher for non-course related purposes
- Restrain from any communication that breaches the College's ethics and behavioural standards, such as bullying, or has a negative impact on the College

### MONITORING OF COLLEGE SERVICES

Students should be aware that services provided by the College can and will be monitored for inappropriate use. If a student is found to be breaching the College's standards of use, records of misconduct retrieved from the College systems may be retained as a record of the act.

If a student were to receive a communication from another user that they believe is in breach of the College's standards of use, they should retain any records of the communication in order to pass on to a staff member if requested.

In order to connect to the College's network and services, students may need to have installed a copy of the College's device monitoring software which is available from the College IT support staff.

## Personal Devices

### MINIMUM SPECIFICATIONS

A College rule is that all electronic devices, such as phones, tablets, cameras and headphones be handed in at the front office as soon as a student enters the school grounds or as soon as the reception is open. Headphones are only to be used with these devices under direct instruction from a teacher at the College.

The College will only allow students to use devices that meet the minimum specifications that are set out in the Suitability Requirements document, which is available at reception. These minimum specifications to assist with the following factors:

- Infrastructure security
- Reduced waste of valuable education time
- Productivity

In the event that a device needs to be replaced, it is imperative that the replacement device adheres to the minimum specifications set out in the Suitability Requirements document. Devices purchased that do not meet the minimum requirements will need to be handed to the College receptionist upon entering the College grounds as they will not be permitted to use the device in class or to use the College's technology resources.

### PERSONAL INTERNET CONNECTION

As a matter of both system and psychological safety, the College will not permit students to use any other form of network or internet connection apart from the one supplied by the College.

The College utilises a firewall system whose purpose is to stop malicious attacks from outside the network, as well attempt to filter out viruses or illicit content. If a device is connected to the College network and has its own internet connection, it provides a gateway to our internal infrastructure and thus can prove to be a significant hazard. Although each service has its own protection, by introducing another gateway it is removing an extra layer of protection.

From a safety stand point, if a student uses their own internet connection, we cannot monitor what they access on the internet. The College respects the parent or guardian's right to provide their children with whatever resources they choose, however we can clearly see that a student with their own internet connection could potentially access and show other students illicit material, and this will not be tolerated at the College, hence the complete ban of students having their own personal internet connections at the College.

If approved devices contain a SIM card slot for the purposes of accessing mobile internet, staff may request to see that the SIM card slot is empty. If a SIM card or other form of personal internet connection is found or utilised by a student, the card or device may be confiscated, the merit/demerit system be used as an action and the parents or guardians notified of the breach.

# PERSONAL DEVICES

## CHARGING AND BATTERY USE

The College cannot allow students to have any 240V appliances at the College due to a legal requirement that 240V appliances be regularly tested and tagged, but more importantly the fact that having more cables than usual can create a trip hazard for people in the College.

Students are required to have their devices fully charged before travelling to the College, and they will need to ensure they limit non-course related activities on their device to ensure the battery will last the course of the day. If the device is used correctly, the battery should last more than a typical school day worth of activities. Devices that have an impaired battery function will need to be replaced by the parent.

Portable battery banks may be used at the College at the students' and parents' own risk, and as long as the portable battery bank is not itself charged up whilst on College grounds.

In order to prolong the life of the battery, here are a few tips:

- Reduce the brightness of the screen when practicable
- Disable the devices wireless network adapter when there is no need to access the internet or network resources
  - o i.e. when typing up a report in Microsoft Word
- Avoid playing unnecessary audio
- Don't have the device turned on unnecessarily
  - o The device can turn on rather quickly from sleep mode, and is still pretty quick turning on from being turned off completely
- Avoid playing personal games during the course of the school day

Students are required by the College to keep their devices secured in their lockers before the school day starts, and during recess and lunch breaks. This practice not only increases the safety of the device, it also prohibits students from unnecessarily wasting the battery life of the device.

## PERSONAL SETTINGS

The College does not restrict the students from personalising their devices with the exception of the following aspects:

- Students are not to display any illicit, disrespectful or PG rated or above content on their screensavers, backgrounds or any other function or application at any point whilst the device is at the College
- Students are to ensure devices' volume is turned off unless specifically told otherwise by a teacher
- Notifications from personal apps are to be turned off whilst at the College in order to minimise distractions or temptations



## Respect for Students, Devices and the College

### PHYSICAL SAFETY

Students are required to exercise care and common sense with other students' devices and their own device. Students are required to comply with the following:

- Do not have liquids in the vicinity of their devices
- Avoid using other students devices or lending their own device
- Avoid moving devices unnecessarily
- Do not throw objects in class or the vicinity of the devices
- Keep the devices secured in the students lockers during non-class times, unless under supervision by a teacher

The College cannot be held liable for any damages or loss in regards to a student's personal device.

### CAMERA AND RECORDING DEVICES

Students are not allowed to use the devices camera and microphone whilst at the College or on College excursions unless they have specific instructions from the teacher, where students are to only use the camera or microphone functions in the way they have been instructed.

Taking photos of College property as well as visitors, parents/guardians, staff and students at the College is prohibited without the express permission from the College Executive who will closely monitor the use of the camera.

### IDENTITY PROTECTION

Students are to never broadcast the names, images, audio or other indicators of another student or staff member of the College. Students are required to respect the rights of others who need to keep their identity private.

### INTELLECTUAL PROPERTY AND COPYRIGHT

Students are never to distribute or use the College's resources for personal gain, or for the personal gain of others. The various resources that the College makes available for students have either been licensed for educational purposes by the College and its students, or have been created only for its students. Students can only redistribute College resources if they have written approval from the College Principal.

# USER ACCOUNTS

## User Accounts

### PASSWORD REQUIREMENTS

The College provides students with a password and restricts the students from being able to change it. This way, if a student forgets their password, a number of staff members are available to assist the student with password problems.

It is a student's responsibility to keep their College user credentials and private device credentials confidential. Students are not to do any of the following actions:

- Provide another student, staff member or any other person with:
  - o Their username, or any part thereof
  - o Their password, or any part thereof
  - o A hint as to what their username or password could be
- Log other students on to a College computer using their credentials
- Use their credentials to provide network access to another person

If a student has divulged their login details to another party, and a breach of the College's standards of use was performed by the other party, the owner of the account is just as liable as if they committed the act themselves.

If a student believes their password is known by another student or person, they should inform the Head of Information Technology as soon as practicable.

### DATA SAFETY

The email and other accounts associated with the students user account have data stored on the College servers. Students are required to make their own backups of their files and settings, and the College cannot be held liable for any loss of data associated with College provided services or students personal devices.

The College recommends students utilise the "OneDrive" cloud storage service that comes with their devices for school related and personal documents to ensure the ease of retrieval from any device in the case of a device failure.

Accidental deletion, device failure or any other technological related issue that holds a student back from submitting assessments or course related work on time are not deemed to be valid excuses. The College consider these events as reminders to the student that they need to have a functioning backup system, not restrictions in submitting work.

# CEASING ENROLMENT

## Ceasing Enrolment

### ACCOUNT CLEANOUT

In the event of a planned withdrawal of a student from the College, the student will need to save their own copy of their personal data from the College's services associated with their account. Unless previously organised with the College, the student's account will be deleted and all data associated with their account will be deleted on the withdrawal date.

If a student has been withdrawn due to misbehaviour or if the College deems the student is a risk of breaching the College's standard of use, the College may choose to disable their account instantly. Deletion of a student's account will only happen on the date of withdrawal.

### COLLEGE DATA

In the event of a student withdrawing their enrolment from the College, any College owned or provided copyright material is to be wiped from the student's device, means of storage or associated means of storage. Students still retaining College owned or provided copyright material after their date of withdrawal, or having access to such material, will be considered as piracy and in breach of copyright legislation, unless written permission has been given by the College Principal.

## Technical Assistance

### IT DEPARTMENT

The College's IT department is available to assist staff and students in the use of their devices and College services and resources. If a student has a problem with their device or accessing resources, they can either see one of the IT Staff during a break time, or schedule a time during class to come and assist.

If there is a problem with a student's device that requires significant software or hardware repairs or changes, the device will need to be taken to the warranty or insurance provider of the device. In the event of a significant problem with a device, the IT staff at the College may assist with providing advice on where to take the device and a possible diagnosis of the problem.

# PARENT/GUARDIAN AND STUDENT ACCEPTANCE

## Parent/Guardian and Student Acceptance

### STUDENT ACCEPTANCE

I \_\_\_\_\_ (Student's full name) have read and understood the requirements set by the College in this GBC IT Student Agreement document, and I understand the consequences of breaching the requirements.

I \_\_\_\_\_ understand that breaches to the state and federal laws in regards to the use of technology and communication resources, or the deliberate wilful damage to College owned equipment or other students', staff members' or visitors' equipment may result in police involvement.

Signed: \_\_\_\_\_

Date

Signed:

\_\_\_\_\_

### PARENT/GUARDIAN ACCEPTANCE

I \_\_\_\_\_ (Parent/Guardian's full name) approve of my son/daughter using the Goldfields Baptist College computer network and technological resources under the required conditions set out in this agreement, and acknowledge the importance of abiding by the agreement. I understand that this agreement is valid for the duration of my child's enrolment at GBC, unless superseded by a later version.

Signed: \_\_\_\_\_

Date Signed:

\_\_\_\_\_