Growing Up Digital
ICT User Agreement and
Digital Device & MacBook Policy and Procedures

Dear Parents

As part of our Growing Up Digital program we expect students of Cornish College to think critically, behave safely and participate responsibly.


Students will be introduced to each of these documents by their Form teacher at the beginning of Term 1 and will discuss their requirements and responsibilities.

We ask that you discuss these documents with your child and sign the agreements enclosed. Students will have access to the school network from the day after their ICT User Agreement has been returned. Please keep the copies of the documents for your reference.

Yours sincerely

Mrs Sarah Dodd
Middle Years Team Leader
Cornish College ICT User Agreement
Year 7 to Year 9

At Cornish College we recognise 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.

At Cornish College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- 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.

This ICT User Agreement applies when I am using any of the listed digital technologies at school, at home, travel between school and home during school excursions, camps and cocurricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that Cornish College has established actions and consequences if I do not behave appropriately.
I will keep myself safe.
- I will not give out any personal information, like my age, last name, address or phone number, without my parents’ or teachers’ permission.
- I will not put myself at risk by posting, sending or passing on scandalous images.
- I will tell my teacher or my parents if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- I will not share my password with anyone other than my teacher and my parents, even my best friend.
- I will discuss with my parents when I want to create a social networking profile or email account.

I will think first.
- I agree that not all TV shows, movies, games, music and Web sites are right for me. I will talk to my teacher and my parents if I am not sure what’s appropriate.
- If my family has rules about ratings, I will follow them.
- I know that not everything I read or see is true, and I will think about whether a source is credible.
- I agree not to download anything or fill out surveys without the permission of my teacher or parent.
- I will get permission before taking photographs and recordings of other people.
- I know that the pictures and videos I post online, and everything that I write about my friends, and myself will likely be online forever. Therefore I will not put anything on my profile that I wouldn’t want my parents, teachers or future bosses to see.
- I agree to abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- I will check and meet the terms and conditions when signing up for things using only true information (e.g. age restrictions, parental permission).

I will keep a healthy balance.
- Even though I love ICT, there are other things in my life that I’m interested in. So I will help my parents set time limits that make sense and then I will follow them.
- I will help my parents understand why ICT is important to me by sharing with them some of the tools and sites that I use.

I will be a good digital citizen.
- I agree not to bully anyone online or on my mobile phone by sending pictures or sharing videos without the permission of the person(s) in the photo/video, or by spreading gossip, setting up fake profiles or saying cruel things about people.
- I agree not to use technology to cheat in games or on schoolwork.
- I agree to flag and report content that is inappropriate.
- I agree to use my school email for educational purposes only at home and school.
- I agree not to interfere with school network systems and security or attempt to login with the username/password of another student.

I will be a responsible and respectful user.
- I will be careful when carrying digital devices around and I will not walk around with my mobile device open (MacBook). I will make sure I carry it in a secure/protected case or bag.
- I agree not to use digital devices at school without permission or supervision from my teacher including before and after school.
- I understand that it is my responsibility to bring digital devices to school each day charged.
- I will ensure that the data on my device is backed up regularly and will ask for assistance if I need it.
- I understand it is my responsibility to keep my mobile devices (mobile phones, mP3 players, iPad, MacBook etc.) secure and safe. I will not leave them unattended in a public place and will keep them locked in my locker when I am not using them.
- I will be careful and show respect to all digital devices and equipment. I will ask for assistance if I need it and I will report any damage to a teacher.
- I agree to be respectful of other users of the school network and not use my device to download or stream content that is not relevant to my learning.

In exchange, the school and my parents agree to:
- Recognise that ICT is a big part of my life, even if they don’t always understand why.
- Talk with me about what worries them and why before saying ‘no’.
- Embrace my world: learn about downloads, Instant Messaging, online games and the sites that I like.
Digital Devices
&
MacBook

Policy and Procedures

2016

This Policy and Procedures are designed to assist students in using their digital devices as effectively as possible
# Table of Contents

1. Introduction ................................................................................................................................. 6  
2. Digital Device .............................................................................................................................. 6  
   2.1 Supplier .................................................................................................................................. 6  
   2.2 Warranty and Insurance ......................................................................................................... 6  
   2.3 Loss or Damage to Devices .................................................................................................... 6  
   2.4 Loss or Damage to Accessories ......................................................................................... 7  
   2.5 Naming ................................................................................................................................. 7  
   2.6 Technical Support ............................................................................................................. 7  
      2.6.1 Local support ................................................................................................................ 7  
      2.6.2 Student Access ............................................................................................................. 7  
      2.6.3 Hardware Repairs ....................................................................................................... 7  
      2.6.4 Software Repairs ...................................................................................................... 7  
3. Software ..................................................................................................................................... 7  
   3.1 Standard ‘Image’ ................................................................................................................... 7  
   3.2 Subject specific software ...................................................................................................... 8  
   3.3 Personally owned Software ............................................................................................... 8  
4. Bringing Devices to Class .......................................................................................................... 8  
   4.1 When to Bring ..................................................................................................................... 8  
   4.2 Ready to Use ........................................................................................................................ 9  
   4.3 Device left at Home ............................................................................................................ 9  
5. Transport To and From School .................................................................................................. 9  
   5.1 Public Transport .................................................................................................................. 9  
   5.2 Private Cars ........................................................................................................................ 9  
   5.3 School Buses ..................................................................................................................... 9  
6. Use and Storage during the Day .............................................................................................. 9  
   6.1 At School ............................................................................................................................. 9  
   6.2 After School ........................................................................................................................ 10  
7. Using the College Network/Internet ......................................................................................... 10  
   7.1 Printing ............................................................................................................................... 10  
   7.2 Backup Strategy ................................................................................................................ 10  
   7.3 Passwords .......................................................................................................................... 11  
   7.4 Security at Home ............................................................................................................... 11  
ICT User Agreement and Digital Device & MacBook Agreement (REFERENCE COPY) ........................................... 12
1. Introduction

We are a learning community developing independent, lifelong learners promoting a sustainable world by making a difference.

2016 sees the further implementation of the Cornish College Information and Communications Technology Policy with its vision of:

*Anytime, anywhere access to Information and Communications Technology to support collaborative, inquiry based, student centred learning in a safe and secure manner. This is part of a long term flexible ICT approach that grows and changes as our learning needs change.*

In the individually owned provision model used at Cornish College, Digital Devices such as MacBook computer are primarily a ‘tool for school’ and this must be balanced with student use at home. School and home must work in partnership so that the MacBook remains an effective learning device.

The commitment by the College and its students carries many implications in terms of curriculum planning and support systems.

This policy document outlines the arrangements for the use of Personal Devices in school and on the College network. It will need revision from time to time as demands become greater and new organisational issues emerge. It will be necessary for all students using a Digital Device in the school to sign an agreement indicating that they have read and are prepared to abide by this policy document. Parents should discuss the agreement with their child to ensure that they have a good understanding of the agreement.

Please read this document carefully and sign the attached agreement indicating your preparedness to abide by the policy document.

A copy of this agreement is appended at the back for your records

2. Digital Device

A digital device is a piece of electronic equipment. For example: a computer, iPad, mobile phone etc.

Although Cornish College will do its best to support you, students and families are ultimately responsible for their digital devices.

2.1 Supplier

Secondary students are expected to have a MacBook Pro. The most current version of the MacBook Pro is recommended at purchase. MacBooks can be obtained through our preferred supplier Apple Southland or be sourced elsewhere.

2.2 Warranty and Insurance

MacBooks may carry an extended warranty. It is important to be aware of warranty requirements at time of purchase. Please note that not all damage to a MacBook is automatically covered by the warranty. Damage due to careless handling by the student, may be covered by an insurance claim. An excess may be payable.

Parents are responsible for the documentation and delivery of warranties and insurance for any digital devices brought to school.

2.3 Loss or Damage to Devices

Any loss or Damage to a Digital device is ultimately the responsible of the student and family. If a Digital Device is lost or stolen the College should be notified immediately through the student’s Form Teacher. Every attempt will be made to assist in the recovery of the device. Parents should maintain records that might assist in any insurance claim or police report such as model and serial number.
2.4 Loss or Damage to Accessories
Accessories without names on them are all but impossible to return to the student and are generally not covered by warranty or insurance.
Damaged chargers are not permitted to be used at school because of the danger they pose. Replacement parts should be of high quality.

2.5 Naming
All Digital devices and Accessories should be labelled with First Name and Surname.
Use clearly identifiable labels on the outside of Devices, Adaptors and Bags.
All identification must be able to withstand the rigors of normal student use, consider engraving as an option.
The student is responsible in ensuring their MacBook, charger and bag are clearly named throughout the year.
Digital Devices should be named electronically so the user can be identified by the network.
Use the following protocol: Surname_Firstname.

Students should ensure that their Device, adaptor and bag are clearly labelled.

2.6 Technical Support
2.6.1 Local support
Cornish College employ a team of ICT technicians who are the students’ first point of call if there is an issue with their MacBook that they cannot resolve.

Generally, any faults or damage to the MacBook are to be reported immediately regardless of the cause. Delay in reporting of faults to the unit may invalidate the warranty and can result in the full cost of the repair being charged to the individual.

2.6.2 Student Access
Students should normally visit the Computer Office before school, during recess, lunch time or after school (until 4.00pm). At all other times a note from their teacher (which will only be issued in extreme circumstances) is required. If the technician is unavailable, students should return to class.

2.6.3 Hardware Repairs
Technicians will advise whether the issue is related to Hardware or Software. If it is a hardware issue then students will be advised to contact the supplier or Apple Support.

2.6.4 Software Repairs
If the issue is related to College approved software then the ICT Technicians will attempt to fix the issue. This could entail re-imaging the MacBook to its original specifications.
All data and any additional software that the student may have loaded will be the responsibility of the student. Students must maintain a regular backup process.

Please note: Unlabelled Devices will not be accepted by the technician.

3. Software

3.1 Standard ‘Image’
MacBooks used at the College will be configured with a standard ‘mage’ which comes with the current Apple operating system together with software that the school has arranged to have installed. For 2016 this will normally include:

- Microsoft Office 2016 for Mac
- Adobe Creative Cloud 2015
The College has obtained software licences for the College MacBook program. These products will be loaded onto the MacBooks by College ICT Technicians by arrangement upon commencement at the College. Form teachers will facilitate the arrangement of this process.

All students new to the school or MacBook program are required to have their MacBooks imaged by the College.

The software in this “image” is specifically licensed to the school. These licences do not include provision of original disks or software manuals, however most packages have extensive online help available.

Students must not interfere, manipulate or delete any of the software loaded by the school.

**If a student leaves the school ALL licensed software will need to be removed.**

### 3.2 Subject specific software

Some software may be required on a subject specific basis for particular units of work, will be installed by arrangement with the College and will be subject to the licensing agreement pertinent to that particular software.

If a student is required to delete an item of software at the end of the unit of work the student has a responsibility as a good digital citizen to do so.

Periodic checks of MacBooks will be made to ensure that students have deleted software no longer required and that the College has not exceeded its licence agreements.

### 3.3 Personally owned Software

Students may add privately owned applications where these are appropriate and provided that they leave sufficient space for school related work.

Such applications must be legally purchased and not ‘pirated’.

Gaming applications should only be installed with the permission of the parent, be age appropriate and not interfere with the operation of the MacBook for school purposes.

The installation of inappropriate software such as
- hacking tools,
- tools designed to cause malicious damage

will result in immediate confiscation of the MacBook.

The use of some software is not allowed on the devices connected to the school network:
- peer to peer networking software
- Virtual Private Networks

**The school reserves the right to remove software or materials regarded as inappropriate. Parents will be notified.**

### 4. Bringing Devices to Class

#### 4.1 When to Bring

It is the expectation of the school that students will have their MacBooks at school each day. Unless specifically advised by their teacher, students must bring MacBooks to all classes. Many classes will require the formal use of MacBooks whilst others will provide informal opportunities to use the technology to
complete tasks efficiently.

If a MacBook is being repaired and not able to be used by a student, s/he may be issued with a loan MacBook. They should consult with the College Technician if this is required to see if one is available.

4.2 Ready to Use
MacBooks that are brought to school with low charge cause disruptions as they are likely to need charging during the day. Most rooms lack the capacity to charge multiple MacBooks as well as the Health and Safety issues of chargers and cables. This disruption is exacerbated if a student has forgotten their charger and asks classmates to borrow theirs.

Therefore they must be brought to school each day in a fully charged condition. Students will need to adopt a practice where they charge their MacBooks each evening. It is recommended that they are charged overnight in a common area of the house.

4.3 Device left at Home
If a student inadvertently leaves their MacBook at home they are to inform their Form Teacher at the start of the day.

5. Transport To and From School
Using a MacBook bag provides some protection but the MacBook should also be stored safely within the schoolbag for carrying the MacBook to and from home.

Students need to be cautious of leaving their MacBooks unattended in public. Not only could they be damaged, they may be stolen.

Students should carry their MacBook safely at all times when moving around. They should be conscious of appropriate occupational health and safety issues in the manner in which they carry their MacBook.

5.1 Public Transport
Under no circumstances should students use their MacBooks while going to or from school on public transport. Not only could they be damaged, they may be targeted and have their device stolen.

5.2 Private Cars
In private cars, parents take responsibility for the use of devices whilst travelling to or from school. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using devices in moving vehicles.

5.3 School Buses
Students’ use of devices on school buses is not under direct supervision. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using devices in moving vehicles. Bus drivers and service providers take no responsibility for the security, damage or appropriate use of devices being used in their vehicles.

6. Use and Storage during the Day

6.1 At School
Students must take their MacBooks to all classes unless they have previously received advice to the contrary.

When moving between classes, MacBooks should be carried in a bag or have a protective cover. MacBooks must be placed in a locked locker at recess or lunchtime, before and after school and whilst not being used in class.

Students will only be permitted to go their lockers to retrieve or secure their Digital Device between periods if a teacher has advised that their devices will not be required and need to be securely stored. No devices should be left in change rooms or unattended in unlocked classrooms.
Students should not use their MacBooks on school grounds when unsupervised.

When using the MacBooks, students should maintain correct posture and vary the activity and length of time they are using the keyboard, (mouse if used) and computer screen to avoid fatigue.

6.2 After School
Parents are responsible for MacBook computer use at home. It is strongly recommended that the MacBook is used in a public area in the house. Students should continue appropriate use at home in respect to location, length of time, tasks performed and safe working practices.

Most students will need to take their MacBooks home after school to complete homework and other tasks. In some instances students will elect to leave their computers on the College premises. If MacBooks are left at school they must be stored within a building in a locked facility.

If MacBooks are to be left at school overnight, students will be responsible for making sure that their MacBooks are fully charged for the commencement of lessons the next day.

7. Using the College Network/Internet

Access to the school network will be available to students after they have returned the signed ICT User Agreement.

Wireless technology allows the student continuous access to the College network. Access to the College intranet and Internet for students will normally occur via the network however, use of these facilities will normally be done under the supervision of a teacher. Students are expected to take responsibility for accessing acceptable materials and will have their access rights terminated if they do not exercise such responsibility.

7.1 Printing
The College is promoting paper minimisation practices but at times printing is necessary. A number of printing stations are located throughout the College. Print stations will be available to students during normal school hours and students are expected to manage their time so that printouts are produced in time for class, not during class.

As part of the College’s focus on Sustainability, printing requires logging into the Print stations via an individual smart disc ‘Print Chip’ which will be issued to all new students. This ‘Print Chip’ should be attached to the student’s ID card or a keyring fob as they are small and easily misplaced. The ‘Print Chip’ has a numerical code, which can be used instead of the chip and students should record this in the event they misplace their ‘Print Chip’. Students who require a replacement ‘Print Chip’ will be required to pay $10 at the School office and a new Print Chip will be issued within a week via the student’s Form Teacher.

To encourage individual responsibility for printing in line with the College’s goals of reducing paper use to sustainable levels, an initial credit of $20 will be applied to each card. This will then be debited for each document printed. When the balance reduces to zero, students may go to the Office to recharge the credit at the student’s expense. As such the ‘Print Chip’ or Print Code should not be shared amongst students. This practice is also highly disruptive to those students who take responsibility for their use of the printing facilities at the College.

Students can record the code associated with their printing account, obtainable from their Form Teacher or ICT Technician. In case of loss of the printing chip, this number will provide you with access to printing facilities.

7.2 Backup Strategy
A backup strategy must be used by all students.
Students are required to use their College emails to sync Google Drive Folders to store all subject data. This will protocol will be demonstrated to all students when necessary.
Google Drive folders need to be shared with staff and so the storage of Personal (Non school related Data) is not permitted.

Lost data files will not be an accepted excuse for missing work or homework (in the same way that the dog eaten hand written assignment is not acceptable).
In addition to this backup strategy students are encouraged to backup data files on a regular cycle. For example:

- Manually backup data to Portable Hard Drive/USB
- Backup to ITunes or iCloud
- Use of Time Machine

Personal data stored on the MacBook such as music, photos, movies and games are the sole responsibility of the individual student. The backup of personal data is the responsibility of the student. The College takes no responsibility for loss or damage to this data.

7.3 Passwords
Students are required to have a password to enable access to their device. Students are required to have a password to access their school network accounts, the College learning management system and school email accounts. Students may also have additional passwords for access to educational sites.

Passwords should never be shared with another student or stored in such a way as to be accessible to other users. The College will require from time to time for each user to reset their school passwords and will be advised on the timing and processes.

7.4 Security at Home
Securing internet access at home is the responsibility of parents. There are a variety of internet management systems available for use in the home. Setting up child friendly internet access from home could be achieved by accessing Open DNS, or using programs such as Net Nanny or Mobicip. More information regarding this can be obtained on the school website or through the ICT Coordinator.
ICT User Agreement

The ICT User Agreement applies when I am using digital technologies at school, at home, travel between school and home, during school excursions, camps and extra curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that Cornish College has established actions and consequences if I do not behave appropriately.

Student Name: ___________________________ Signature: _________________________ Date_______________

Parent/Guardian Name: ___________________________ Signature: _________________________

Date: _________________________

Digital Device & MacBook Agreement

A digital device such as an iPad, MacBook, phone or other device used at school needs to be used appropriately. At Cornish College we want you to be the best that you can be so what is appropriate can change. Sometimes it is appropriate to shoot video or take pictures with your mobile device, or play a game on your iPad or MacBook and other times it is not. Your teacher will tell you during class what is appropriate and when in doubt you should ask them before you proceed.

The following agreement is to be signed by any student (and a parent or guardian of the student) who is using a personal digital device at Cornish College.

i. While at school your Device is to be used for schoolwork only.
   - Your Device can be confiscated if you used inappropriately. If you are unsure ask your teacher.
   - You will be required to complete an incident form, which must be signed by your parents before you can collect your device and returned to the Middle Years Team Leader
   - Inappropriate software can be removed by the College if it is being used in school time.

ii. You are responsible for
   - making sure that your Device is fully charged at the beginning of the day.
   - the security of your device.
     - It should be locked in your locker when not in use.
     - It should be password protected
   - clearly naming your Device and accessories such as chargers
   - protecting your device with appropriate cases/protectors

Whilst the school will take every reasonable precaution, it cannot be held accountable for loss or damage.

iii. You should make sure you are safe by being smart and by being nice. Some digital activities can infringe existing laws or impact upon the College or an individual’s reputation. This code is also intended to cover the use of all digital technologies at school, activity on the Internet and includes activity on social media sites that takes place outside of school.

I ___________________________ (Full Name) agree to abide by the College’s Digital Device Policy and the practices contained therein.

As the Parent/Guardian of ________________ I have read and discussed both ICT and Personal Device agreement and undertake to partner with the school to empower them to be Safe, Smart and Responsible users of Digital Technology at school and at home.

Parent/Guardian
Name:_________________________Signature_______________________Date_________________