

**HIGHVIEW COLLEGE
MOBILE DEVICE AGREEMENT AND
ACCEPTABLE USE POLICY CONTRACT**
Person Responsible – IT Manager



Parent / Guardian / Caregiver _____

Contact email address _____

Student name _____

Year Level: _____

Date _____

This document must be read in conjunction with the College's Information and Communication Technology Acceptable Use Policy for Students, which is attached.

Items within this contract relate specifically to the Mobile Device Agreement And Acceptable Use Policy Contract, and by signing the **Application for Enrolment** form students and parents / caregivers/ legal guardians agree to the terms and conditions within these Agreement/Contracts.

Agreement

The following rules are to help keep Highview College students cyber-safe and to maintain the Mobile Device in optimum working condition.

As a safe and responsible user of the mobile device I agree / understand that:

1. I will log onto the mobile device only with my own user name. I will not allow anyone else to use the mobile device.
2. While using the mobile device I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying, harassment, security of personal information, etc.).
3. I will use the mobile device at the times that I am permitted during the school day and understand that it is the right of an individual teacher to govern when and how the mobile devices are used within their learning area. I also understand that the mobile device should not interfere with the learning of myself or others.
4. I understand that should I misuse the mobile device; this will be dealt with in accordance with the Highview Behaviour Management policy. At the discretion of the year level co-ordinator, mobile devices that are misused may be re-imaged. I understand that it is my responsibility to regularly back up my files onto the school drive or an external drive. The school accepts no responsibility for files lost during the re-imaging process.
5. I may have an administrator account on the mobile device and thus may be able to install any applications I legally own. I understand that:
 - 5.1. Installing other applications can significantly reduce the performance of the mobile device.
 - 5.2. Highview College will not take any responsibility for personal applications, and will not guarantee that they will work on the mobile device or within the College network.
 - 5.3. One of the routine solutions for solving technical problems is to re-image the machine with the College's standard image, and the College takes no responsibility

for the backup of applications or data and that the mobile device will be returned to the software state in which it was provided to me.

6. I am responsible for the general care of the mobile device and routine maintenance including:
 - 6.1. Charging the battery in preparation each day.
 - 6.2. Backing up my data (to the College's servers or at home).
 - 6.3. Ensuring the security and safety of the mobile device.
7. It is expected that I will take the mobile device home with me every night and at weekends. I understand that Highview College takes no responsibility for mobile devices left at school.
8. It is expected that I will carry the mobile device in the supplied bag at all times, as I move around the College, and to and from the school.
9. All damage must be reported to the ICT department immediately. It is expected that I will respect the technology and look after it as if it was my own mobile device. I understand that I will be required to pay for repairs to the mobile device if the damage is intentional.
10. It is expected that all reasonable steps are undertaken to prevent damage to the device. I understand that if the damage to the device is not covered by insurance, I may be required to pay for the repairs to the mobile device.
11. All accidental damage is subject to a **\$100** excess per claim with a maximum of one claims per calendar year.
12. I understand that if the device is damaged more than once in one calendar year, I will be responsible to pay the repair cost.
13. I understand that the total cost of the Device Provisioning and Support fee is \$720, which will be charged to my child's school fees each term.
14. I understand that if I / we wish to purchase the device, the \$80 buyout fee must be paid in full, and the device returned to the college IT Department for sanitation of school software.
15. I understand that if my child leaves Highview College during the life of this agreement that I will be required to pay any owing balance of the Device Provisioning and Support fee.
16. The mobile device will have full access to our ICT resources and student email both within the College and externally. This will, of course, be dependent on internet connections at home and parental agreement to allow access, and I understand that the College takes no responsibility for these provisions.

MOBILE DEVICE AGREEMENT & ACCEPTABLE USE POLICY CONTRACT FOR HIGHVIEW COLLEGE

- I / We confirm that I / we have read and understood the terms and conditions regarding the mobile device provided by Highview College.
- I / We agree to pay for any damage not covered by warranties.
- I / We agree to pay the Device Provisioning and Support Fee outlined in the table below.
- I / We agree that if our child leaves Highview College within the duration of this agreement, that we must pay the remaining balance owing of the Device Provisioning and Support Fee.
- I / We agree, that if we wish to purchase the device at the end of the 3-year cycle or when my child leaves the college that we must pay the \$80 buyout fee, or return the device in working condition.

Device Provisioning and Support Fee		
First Year	\$60 per Term	\$240 per Year
Second Year	\$60 per Term	\$240 per Year
Third Year	\$60 per Term	\$240 per Year
TOTAL		\$720

Name: Parent / Guardian / Caregiver _____

Signature _____

Student Name: _____

Signature: _____

Date: _____

Highview College Authorisation

Business Manager: _____

Date: _____

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY FOR STUDENTS

Introduction

Highview College recognises that electronic information and communication skills are now required as essential knowledge for members of our society and as future employees. The electronic communications and information resources of the College are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the College's educational program.

Electronic communication systems include Internet, Intranet, e-mail, podcasts and related applications. The purpose of this document is to provide guidelines for the use of these resources and maintain a cyber-safety culture which is in keeping with the values of the College, and legislative and professional obligations.

This Acceptable Use Policy includes information about your obligations, responsibilities, and the nature of possible consequences associated with actions which undermine the safety of the College environment.

All students are required to read and sign the Acceptable Use Agreement at the start of each school year in their planner.

The College's ICT facilities are for educational purposes appropriate to the College environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the College, and used on or off the College site.

Agreement

The following rules are to help keep Highview College students cyber-safe and to help maintain our ICT resources.

As a safe and responsible user of ICT:

1. I will log on only with my user name. I will not allow anyone else to use my user name and I will not tell anyone else my password.
2. Whilst at the College or a College related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (eg bullying, harassment, security of personal information, etc.)
3. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College, the College itself or the wider community, even if it is meant humorously.
4. I agree that I will only use the mobile device at the times that I am permitted during the school day and understand that it is the right of an individual teacher to govern when and how the mobile devices are used within their learning area. I also understand that the mobile device should not interfere with the learning of myself or others.
5. While at school, I will not:
 - 5.1. access, or attempt to access, inappropriate, age restricted or objectionable material
 - 5.2. download, save or distribute such material by copying, storing, printing or showing it to other people
 - 5.3. share any inappropriate, age restricted or objectionable material with others or explain to others methods of accessing such material
 - 5.4. make any attempt to get around (bypass) security, monitoring and filtering that is in place at the College
6. If I accidentally access inappropriate material, I will:

- 6.1. not show others
- 6.2. turn off the screen or minimise the window and report the incident to a teacher immediately
7. I understand that I must not download any files such as music, videos, games or programs at school without the permission of a teacher. This ensures the College complies with the Copyright Amendment Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law. At home it is the parents' responsibility to ensure that there are no breaches to copyright law.
8. I also understand that these rules apply to any privately owned ICT equipment /device, I bring to school or a school related activity. Any images or material on such equipment or devices, must be appropriate to the College environment. I understand that, where due cause is shown, the College reserves the right to confiscate any device that is on the College property or in possession of a student whilst the student is in the College's care.
9. I understand that if I do bring privately owned ICT equipment to school or a school related activity that the school takes no responsibility for safe keeping of the device.
10. I will not connect any device to, or attempt to run any software on, College ICT equipment without a teacher's permission.
11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and graphics.
12. I will treat all ICT resources at the College with care.
13. I understand that the College may monitor traffic and material sent and received using the College's ICT network.
14. I understand that the College may audit my use of ICT to ensure my downloads are not excessive.
15. I understand that the College has procedures that are outlined under general 'College Expectations' in the Student Planner if this Agreement is not followed.

Policy designed by Daniel Smith – 2014
Updated by Daniel Smith - 2016