

## Appropriate use of Technology Agreement (iPad)

### Instructions

- Students and Parents/Guardians please read and discuss all sections carefully.
- Sign the Appropriate Use of Technology Agreement Declaration at the end of this document.
- Return the declaration page to your campus. A digital copy will be available to students and parents.

### Definitions

**iPad** – is a personal computing device that allows students to access ICT services connected to students to NT Christian Schools internet network to support and enhance student learning.

**ICT** - Information Communications Technology – digital technologies, systems and tools used to access digital and online resources and platforms to enhance learning and teaching processes. (May be called IT).

**VPN** – Virtual Private Network – a security app that support protected internet network connection.

### Parent/Guardian Agreement Terms

As parent/guardian of a student participating in the iPad program at school, I understand:

1. A student will not be provided access to an iPad or school ICT services until parents/guardians and student have read the *iPad Program Information Booklet* and this agreement and signed and returned this agreement to the school.
2. In addition to this agreement, I am to read and discuss with my child.
3. The iPad provided on loan to my child will always remain the property of NT Christian Schools. It must be returned immediately when requested by the school or when my child ceases to be enrolled at the school.
4. If my child's iPad or accessories are lost, stolen, graffitied or damaged beyond what would reasonably be regarded as 'normal wear and tear', I will be responsible for the cost of repair or replacement. [Parents/guardians should consider purchasing insurance through their own provider].
5. When my child is issued their iPad, they and their teacher will complete and sign a Condition Report that records the condition of the iPad on issue. The report will be kept on file.
6. If my child damages anyone else's device or property, including property of NT Christian Schools, parents named on the student's enrolment form will be liable for the repair or replacement costs.
7. The iPad will be provided to students with all required applications (Apps) to support their learning already installed. Students are not permitted to download additional Apps or access VPNs.
8. By agreeing for my child to be issued an iPad, I acknowledge they will have access to the internet via the school Wi-Fi network on campuses of NT Christian Schools and may be able to access the internet via private Hotspot or other access points whether at school, home or other locations.
9. While NT Christian Schools will take reasonable precautions to prevent online access to unsuitable material through the school Wi-Fi internet network, it cannot prevent or monitor access to unsuitable material when

the internet is accessed at home, at other locations or via private Hotspot.

10. As the parent/guardian of a child, I have a duty of care to protect them from harm and to ensure they are properly supervised, this includes monitoring their use of technology and online activity. [Information and support can be accessed from [Parents | eSafety Commissioner](#) or [Protect your children online | Cyber.gov.au](#) or speak to your school].
11. As the iPad is a school-owned device and will be connected to school Wi-Fi networks and systems, students are expected to always comply with the terms and conditions of this agreement, school policies and classroom protocols relevant to the appropriate use and care of technology.

## Student Agreement Terms

1. I cannot be issued an iPad until my parent/guardian, and I have read the *iPad Program Information Booklet* and this agreement and signed and returned this agreement to the school.
2. When I am issued my iPad, I will work with my teacher to complete the *Condition Report* straight away, which I will sign, and my teacher will keep on file.
3. I will protect and look after the iPad, the iPad cover and any other accessories issued for the iPad.
  - a. I will not mistreat, graffiti or intentionally damage the iPad or the accessories in anyway.
  - b. I will keep the iPad and accessories dry and away from rain, water, food and drink.
  - c. I will not leave the iPad where it can be damaged, stolen or used by anyone else.
  - d. I will not remove the barcode or name sticker on the back of the iPad.
4. I will report any damage or issues with the iPad, or if it is lost or stolen to the school straight away.
5. If I lose or damage my device and accessories or damage in anyway another student's device or property, or any property belonging to NT Christian Schools, I and my parents will be liable for repair or replacement costs.
6. I will not tell anyone else my password (other than my teacher and my parent/guardian if they ask).
7. I will not lend my iPad to anyone else.
8. I will not borrow, use, mistreat or damage other people's devices.
9. I will follow all teacher directions including when to use my iPad,
10. I will save my work onto OneDrive to ensure it is secure and always accessible.
11. I will plug my iPad in to charge when it is not in use in the location determined by my school.
12. Before using the camera or audio recording functions on my iPad, I will seek permission from the teacher and people being photographed or recorded.
13. I will not use my device or another student's device to publish or share photographs, video or audio recordings to any online platform unless permission is given by the school.
14. I will not at any time use the iPad or school ICT services to:
  - a. upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke;
  - b. create, access, or attempt to access, inappropriate, age restricted, or objectionable material;
  - c. download, save or distribute inappropriate material by copying, storing, printing or showing it to other people;
15. If I accidentally access inappropriate material or believe some has been sent to me, I will:

- a. not show others;
  - b. turn off the screen or minimize the window and
  - c. report the incident to a teacher immediately.
16. I understand safeguards are put in place for the protection of myself and others. I will not attempt to or use ICT to:
- a. bypass security, monitoring and filtering or any other similar safeguards that are in place,
  - b. remove or disabling antivirus software.

## NT Department of Education & Training Network Terms of Use

The following activities are not permitted on Wi-Fi, hotspot or other internet provisions of the Department of Education and Training, provided to students of NT Christian Schools:

1. Using ICT services in a manner that will result in personal or financial gain, including the soliciting or selling of personal goods or services.
17. Subscribing to ICT services without approval from the officer who has financial responsibility for the cost incurred.
18. Sending or forwarding SPAM or junk mail, unverified virus alerts, or chain letters.
19. Attempting to modify or remove ICT resources without proper authorisation.
20. Attempting to test or defeat any security safeguards established to protect systems and information unless authorised to do so.
21. Bypassing or attempting to bypass assigned resource limits, logon procedures or privileges.
22. Accessing or using ICT services, including another person's e-mail, Internet or telephone account, or information without proper authorisation.
23. Interfering with the access rights of others, either by technical means or by obtaining access codes or passwords of others.
24. Initiating or being party to any malicious activity directed towards internal or external ICT services.
25. Connecting any privately owned workstation or other network device to the NT Government network without appropriate authorisation.
26. Violating any copyright or software license agreement.
27. Disclosing or removing third-party proprietary information.
28. Viewing, accessing, sending or forwarding material that:
  - a. Is of questionable ethics and morality, such as material which is designed to excite sexual desire or material depicting sexual activity,
  - b. Is more than likely to demean or offend anyone on the basis of race, ethnicity, gender, or other personal attributes,
  - c. promotes activity that is illegal in Australia,
  - d. communicates, harasses or intimidates with material that is offensive or may give rise to civil or criminal liability.

## Consequences for Breach of Appropriate use of Technology Agreement

If a student breaches or is suspected of breaching the terms of this agreement, they may lose their privilege to have the use of an iPad issued by NT Christian Schools and access ICT services at school for a duration of time or even permanently.

1. The iPad may be confiscated.
2. The student, their Parents /Guardians and teachers will be notified in writing:
  - a. that the student has lost their privilege to utilise ICT services or a device at school,
  - b. the reason(s) why,
  - c. the duration of the loss of privilege,
  - d. any required actions required before reinstatement of access to BYOD program.
29. Students will need to continue their schoolwork during this time using exercise books and work sheets.
30. If the school is aware of or suspects the student has created, stored or accessed illegal or reportable content on their device, the school will report to the appropriate authorities which may include surrendering the device to the police

## Appropriate use of Technology Agreement – iPad Declaration

Please complete the declaration below and return this signed page to your school.

Please keep pages 1-4 for your reference. The Appropriate Use of Technology Agreement is available on NT Christian School's website.

### Students

I understand and agree to the terms stated in the *Appropriate Use of Technology Agreement - iPad* regarding being able to participate in the iPad Program and be issued with an iPad and accessories on a loan arrangement from my school, allowing me to access ICT services, allowing me to access ICT services on school networks to support my learning.

I understand that inappropriate use of an iPad or school ICT services and deliberate breaches of the terms of this agreement may result in access restrictions to ICT facilities, the confiscation of my iPad, discipline actions by the school, and if required, reporting to police or external agencies.

**Student Name**

**Year level**

**Student Signature**

**Date**

### Parents

I understand and agree to the terms stated in the *Appropriate Use of Technology Agreement - iPad* and give permission for my child to participate in the iPad Program, which will provide them with an iPad and accessories on a loan arrangement from their school and provides ICT services and facilities to support their learning.

I will encourage and support my child to meet the terms of agreement.

I will support the school by overseeing the correct use technology when my child is not at school and engaging with the school when issues are identified.

I understand that inappropriate use of school ICT services and deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities, the confiscation of my child's device, discipline actions by the school, and if required, reporting to police or external agencies.

**Parent/Guardian Name**

**Parent/Guardian Signature**

**Date**

#### OFFICE USE ONLY

- Scanned copy saved to Student Compass profile in Chronicle > Student Documentation > Student Forms & Documentation
- Pin until expected end of participation in iPad program