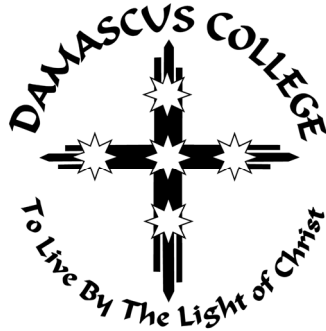


Year Level 2020:



Damascus College

Microsoft Surface Pro

Parent Handbook and Agreement

Contents

1 - INTRODUCTION	3
2 – USING THE DEVICE	3
3 – CARING FOR YOUR DEVICE.....	4
4 - UNACCEPTABLE USES.....	5
5 - CONSEQUENCES OF IMPROPER USE	6
6 - DIGITAL SAFETY AND CITIZENSHIP	6
7 – DEALING WITH INAPPROPRIATE COMMUNICATIONS OR ONLINE ABUSE.....	7
8 – FAULTS AND DAMAGE	8
9 – LIABILITY.....	8
10 – WARRANTY COVER	8
11 – SECURITY	9
12 – RETURNING THE DEVICE	9
13 - AGREEMENT UPDATE	9
APPENDIX A – RESPONSIBLE ICT USAGE.....	10
APPENDIX B – PROTOCOLS FOR USING MY ICT DEVICE RESPONSIBLY FOR LEARNING	11
GLOSSARY	12

1 - INTRODUCTION

At Damascus College, we encourage young people to think and work collaboratively, to analyse, assess and communicate effectively. Rather than teaching them what to think, we teach them how to become flexible, creative and analytical thinkers. Our most pivotal goal is for students to reach their full academic, emotional and social potential and we do this by providing them with the tools and support they need to achieve this outcome.

It is appropriate that Damascus College offers a program of 1:1 digital technology in order 'to inspire and challenge students to reach their potential and contribute confidently to the global community'. The holistic and seamless integration of learning technology across the College allows students to not only use technology daily through their 1:1 device, but also have access to a variety of tools that match the tasks and provide them the opportunities for expression to build a deeper understanding of content and 21st Century skills acquisition.

Damascus maintains a proud position of educating young people to live responsibly, as our Christian foundations impel. Digital citizenship refers to appropriate behaviour and conduct when using information technology or within an online community. Students are expected to demonstrate appropriate digital citizenship by adhering to the acceptable use requirements outlined in the *Responsible ICT Usage* and *Protocols for Using my ICT Device responsibly for learning* documents. Please refer to Appendix A and B.

The College owns a fleet of devices and accessories that students rent during their time at the College, which is billed as part of the fee structure. This document outlines the arrangements in place for the provision, use and return of student devices and accessories under the College's 1:1 program.

2 – USING THE DEVICE

2.1 Microsoft Surface Pro

The tablet is issued to students with a standard operating system and user rights. Each device is installed with appropriate general applications, which is reviewed on an annual basis. Any additional software requirements will be made available via the SOFTWARE CENTRE, which is available by a desktop icon on each student's device.

2.2 Microsoft Office 365 Education Account

All students will have a Microsoft Office 365 Education Account created for them using a school email address.

Office 365 Education is a collection of services which allows students to collaborate and share schoolwork with staff and other students with ease. The service includes Office Online (Word, PowerPoint, Excel, and OneNote) and 1TB of OneDrive for Business storage.

Students are able to install the full Office applications on up to 5 non-school provided PCs or Macs for free while enrolled at Damascus College. The College provides this additional benefit via the Install Office button on your Office 365 home page after a student signs-in via the Office 365 Portal (Available via the College Website -> Resource Hub) www.damascus.vic.edu.au

2.3 Microsoft - OneDrive for Damascus

Each Student will have access to Microsoft OneDrive for saving their data and files with 1TB of space available for storage in the Cloud. OneDrive is a cloud storage service provided by the Microsoft Office 365 suite. It is designed to store all types of files with the ability to share files. OneDrive allows users to synchronise folders across devices.

It is critical that all data is saved to this location to guard against accidental loss as it is automatically backed up. It is the student's responsibility to ensure that data is stored this location.

2.4 Wi-Fi

While at school, students will have access to the College internet via a wireless connection. Students are expected to abide by the College's *Responsible ICT Usage Guidelines* when accessing the network and internet from the device.

At home, students are able to connect their device to their home Wi-Fi connection just like any other device used at home.

Parents are strongly encouraged to monitor and manage their child's use of the device at home.

2.5 Additional Applications and Software

- Oxford Digital provides a suite of textbooks together with interactivity supplements for years 7 to 10,
- Cambridge Essential Mathematics,
- Adobe Creative Cloud Suite, and
- other applications and software as determined by Learning Areas.

2.6 – Student's Personal Installs and Applications

As the Device is provided to students as a learning and collaboration tool, students will be able to personalise the device by the installation of apps e.g. Microsoft Store, but will not be able to install software. In line with licencing and copyright requirements, no pirated music, movies, games are to be loaded on the device. This includes VPN's and proxy services. Please refer to "Unacceptable Uses" in Section 4. The Microsoft Surface Pro is a school-owned device and any content that is inconsistent with College values will result in consequences for improper use as outlined in Section 5.

3 – CARING FOR YOUR DEVICE

To keep the device operating well, clean the touchscreen and keyboard frequently and keep the screen surface covered when not in use.

3.1 General Care

- Avoid leaving the device in heat above 35 degrees for extended periods of time;
- Avoid leaving the device in cold below 0 degrees for extended periods of time;
- Avoid water or extremely humid conditions;
- Avoid leaving the device in any motor vehicle;
- Do not attempt to dry the device with an external heat source such as a hairdryer or hand dryer;
- Avoid putting anything into port connections apart from intended peripherals. Check you have the connector the right way up when inserting.
- Keep the device in the protective cover when not in use.

3.2 Screen

Scratches, finger grease, dust, chemicals and ultraviolet light can affect the performance of the touchscreen. You can protect the screen by:

- Cleaning frequently. The Surface touchscreen has been coated to make it easier to clean. You don't need to rub hard to remove fingerprints or oily spots. To avoid scratches, use a soft, lint-free cloth to gently wipe the screen. You can dampen the cloth with water or a lens cleaner, but don't apply liquids directly to the screen. Don't use window cleaner or other chemical cleaners on the screen.
- Keep it covered. Close the cover while you're on the move or not using the device.
- Keep it out of the sun. Do not leave the device in direct sunlight for an extended period of time. Ultraviolet light and excessive heat can damage the display
- Do not draw on or deface the screen or case as this will void any warranty claims.
- *If at any stage the screen is cracked or damaged, students are required to immediately present the device to the ICT staff located in the St Martin's Resource Centre*

3.3 Battery Care

Microsoft Surface Pro batteries are rechargeable and will last longer if you follow these tips:

- **Recharging.** It is your responsibility to ensure the device is charged at the start of each school day. We cannot emphasise this enough. Battery life on the device is expected to last for the duration of the school day. While it is a requirement that devices are fully charged at the commencement of the school day, the College has provided a self-managed secure charging station located in the St Martin's Resource Centre. It is best to let the battery run to below 10 percent at least once per month before recharging it. If a student does not manage the charging of their device appropriately it will be treated as a disruption of the learning process and followed up accordingly.
- **Operating temperature.** The device is designed to work between 0°C to 35°C. Lithium-ion batteries are sensitive to high temperatures, so keep your device out of the sun and don't leave it in a hot car.

3.4 Cover and Keyboard Care

- The Type Cover requires minimum care to function well. To clean the keyboard, wipe with a lint-free cloth dampened in mild soap and water. Don't apply liquids directly to the device. If the spine or magnetic connections of your cover get dirty or stained, apply a small amount of isopropyl alcohol (also called rubbing alcohol) to a soft, lint-free cloth to clean.
- Do not deface the keyboard or cover (*e.g. removing or breaking keys; drawing; scratching/defacing; breaking the track pad or keyboard magnetic spine*) as this voids any warranty and will require a replacement keyboard to be purchased.

3.5 Support with device issues

If students have any issues with their device they are required to seek support from ICT staff located in the St Martin's Resource Centre or available online through the College helpdesk during school hours.

4 - UNACCEPTABLE USES

The following uses of ICT are considered unacceptable:

4.1 Personal safety

Do **not**:

- Collect, send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, social networking identities, email addresses, etc. Images refer to both static images and/or video footage.

4.2 Illegal activities

Do **not**:

- Make attempts to destroy data by hacking, spreading computer viruses or by any other means;
- Engage in any illegal act, such as threatening the personal safety of others; or
- Install or use software which is not licensed.

4.3 Network security

Do **not**:

- Attempt to gain access to any computer system or service to which you do not have authorised access. This includes attempting to log in to another person's account or accessing another person's files or emails;
- Provide your password to another person; or
- Post information that, if acted upon, could cause damage to, or disrupt the network.
- Use VPN's or proxy services. Use of these will result in your access to the school services being automatically blocked.

4.4 Respect for privacy

Do **not**:

- Re-post a message that was sent privately without the permission of the person who sent the message;
- Take or distribute images, sound or video recordings of people, including background figures and/or

voices, without their permission.

4.5 Respect for others

Do **not**:

- Make deliberate attempts to disrupt other people's use of ICT;
- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language;
- Make personal attacks on another person; or
- Harass another person. If someone tells you to stop sending them messages, you must comply with their request.

4.6 Plagiarism and copyright

Do **not**:

- Plagiarise works found on the Internet. Plagiarism is taking the work of others and presenting it as if it was your original work;
- Use material from the Internet in a manner which is a breach of copyright laws; or
- Access or use material from the internet which relates to examination or assignment cheating.

4.7 Access to inappropriate material

Do **not** use ICT to access material that:

- Is profane or obscene (for example, pornography etc);
- Advocates illegal acts; or
- Advocates violence or discrimination towards other people or groups.

4.8 Applications

Do **not**:

- Use applications that would be deemed inappropriate or offensive; or
- Use applications that have a rating unsuitable for your age group.

This includes, but is not limited to, applications that contain: cartoon/fantasy violence, realistic violence, mature/suggestive themes, horror/fear themes or profanity, etc.

5 - CONSEQUENCES OF IMPROPER USE

When attached to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:

- warning,
- informing parents/guardians,
- limiting student access to the device,
- resetting the device,
- incurring the cost of replacement of equipment,
- return of the device to the College,
- suspension,
- referral to the police, and/or
- legal action.

6 - DIGITAL SAFETY AND CITIZENSHIP

There are three key parts to digital citizenship; looking after yourself, looking after other people and looking after property.

6.1 Looking after yourself

- Choosing online names that are suitable and respectful;
- Only inviting people you actually know in the real world to be your friends in the online world;

- Only visiting sites that are appropriate and respect the rules that websites have about age. Some sites are only for adults. (If you wouldn't feel comfortable showing the website to your parents or grandparents then it is inappropriate);
- Use a password that is difficult to guess and do not divulge it to anyone else;
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly;
- Always reporting anything that happens online that makes you feel uncomfortable or unhappy, and
- Talk to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

6.2 Looking after others

- Show you care by not sending hurtful or inflammatory messages to other people or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

6.3 Looking after property

- By not stealing other people's property. It's easy to download music, games, and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online;
- By not sharing the music, movies, games and other software that you own with other people; and
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.

7 – DEALING WITH INAPPROPRIATE COMMUNICATIONS OR ONLINE ABUSE

Unwanted contact is any type of online communication that you find unpleasant or confronting. The contact can come from online or offline friends or people you don't know. You can deal with this by:

- Telling someone you trust – your Teacher Advisor or another teacher, a parent or other adult;
- Avoiding responding to the online behaviour; leave the site or conversation;
- Blocking the contact or remove them from your list;
- Checking that your profile settings are private; and
- Avoiding opening messages from people you don't know.

Where possible, screen shots of offensive content can be useful to support the follow up of alleged perpetrators. You can also report any unwanted contact by visiting the **eSafety** website:

<https://esafety.gov.au/esafety-information/esafety-issues>

There are some excellent online resources to support young people experiencing inappropriate communications. Websites for further information include, but are not limited to:

<https://esafety.gov.au/education-resources/iparent>

<https://www.acma.gov.au/theACMA/engage-blogs/engage-blogs/Research-snapshots/Aussie-teens-and-kids-online>

www.amf.org.au

<https://www.common sense media.org/social-media>

8 – FAULTS AND DAMAGE

Any faults or damage to the device or its accessories are to be reported immediately to ICT staff in the St Martin's Resource Centre. A Claim Form will be issued to the student, to be completed and signed by the parent or guardian together with credit card details for the payment of the item. Once the forms are returned and payment made, the new device or accessories will be issued to the student.

If the College determines that the damage was caused by the wilful disregard of the procedures outlined in any area of this document, or Microsoft refuses the claim on the basis excessive damage, parents will be required to pay for a replacement device for the student. This cost is currently \$1,500.

The Surface Pro device is supplied with accessories including a keyboard cover, charger, stylus, hard case and carry case. All of these accessories are to be returned with the device after three years or when the student exits the College. If any of these accessories are lost or damaged, parents are required to pay for each replacement. The ICT Manager reserves the final decision in relation to damaged items requiring replacement.

Current replacement cost for accessories:

- Keyboard \$150.00 (Microsoft Surface Pro Type Cover)
- Charger \$90.00 (Microsoft 44W commercial Power Supply)
- Stylus \$105.00 (Microsoft Surface Pen)
- Protective Case \$40.00 (STM Dux Case Black)
- Carry Case \$30.00 (Tekskin Laptop Bag)

9 – LIABILITY

The College will not be liable for any loss or damage as a result of the malicious or negligent use of the device. The content of this Agreement can be changed at the College's discretion at any time without notification, as the experience of the device program unfolds. Parents will be informed as soon as possible of any amendments or updates.

10 – WARRANTY COVER

The Device (the Surface Pro unit, less all accessories) is covered under a Microsoft Student Warranty which covers:

- 3 years Hardware Service Coverage,
- Accidental Damage Protection. This includes cover for cracked screens, spills, power surges etc. This is limited to 2 claims per student over the 3 year period.
- All breakage claims will incur an excess of \$100.00 to be paid by the parents for the replacement of the device. Please note that this is subject to Clause 8, where the wilful disregard of the conditions of use results in damage.
- Additional device breakages outside the Microsoft Student Warranty will require a payment of **\$716** per claim.
- **Please note that the warranty cover does not extend to theft, loss or deliberate damage to the device, which will require the full replacement of \$1,500 by families.**

Any faults or damage to the device or its accessories are to be reported immediately to ICT staff in the St Martin's Resource Centre. A Claim Form will be issued to the student, to be completed and signed by the parent or guardian together with credit card details for the payment of the item. Once the forms are returned and payment made, new device or accessories will be issued to the student. The ICT Manager reserves the final decision in relation to damaged items requiring replacement.

11 – SECURITY

To be read in conjunction with Clause 8 – Faults and Damage. Students must ensure the safety of their device at all times. They must:

- Not leave their school bags unattended when they are transporting the device to and from the College as theft or loss is not covered;
- Not leave the device in their school bag where it can be damaged by being stood on;
- Ensure the device is in its protective bag during transport to, around and from the College;
- When not in use at school, always secure the device, locked in a locker;
- Leave their device secured in their locker while off-campus (school excursions, PE classes, music lessons, sports activities, etc.);
- Not swap their device or accessories with another student or any other person. Parents will be responsible for the full replacement cost should a student not be able to return the same device that was initially allocated to them;
- Not leave their device unattended as the device is not covered against theft and loss;
- Not leave their device in a motor vehicle as the device is not covered against theft and loss; and
- Not use their device in an unsafe or dangerous manner.

12 – RETURNING THE DEVICE

The device and all accessories remain the property of Damascus College Ltd.

12.1 General Device Returns

During the usual enrolment of a student, a device will be issued in Year 7 and again at Year 10.

Towards the end of the school year, Year 9 students will be required to return their device and all accessories so that a new device can be issued for Year 10. This process will be coordinated by the College, with the ICT department to issue claim forms to students if deemed necessary (Refer Clause 8).

Year 12 students are required to return the device and all accessories in the period following their final exam and prior to graduation, with the ICT department to issue claim forms to students if deemed necessary (Refer Clause 8).

Where devices or accessories are not returned within five days of the nominated time, the family will be invoiced for the full replacement cost.

12.2 Student Exit during the school year

As part of the student exit process, the device and accessories are to be returned to the ICT department in the St Martin's Resource Centre, who will sign off the return and issue claim forms if deemed necessary (Refer Clause 8).

Where a student exits the College during a term, costs for the device are payable to end of the term of the student exit. Should the device not be returned within five working days of the exit date, the family will be invoiced for the full replacement cost of the device and all accessories.

Please note: Any stickers and/or graffiti (drawing on the keyboard or device etc.) must be removed prior to the device being returned. If this is not completed you may be charged for a replacement.

13 - AGREEMENT UPDATE

This Agreement will be updated as necessary. All attempts will be made to adhere to the above-mentioned Agreement, but particular circumstances (not limited to, but including technological advancements) may require the College to review and amend the stated Agreement at any time and without notice.

APPENDIX A – RESPONSIBLE ICT USAGE

Responsible ICT Usage

The vision of Damascus College is to be a dynamic Christ-centred learning community which values each member and offers learning opportunities which inspire and challenge students to reach their potential and contribute confidently to the global community.

While part of this learning opportunity is through the use of information communication technologies (ICT), due to the dynamic and interactive nature of ICT, guidance is needed to ensure ICT equipment and online services are accessed and used appropriately.

While I have access to the college's ICT equipment, whether at school, home or elsewhere, I agree to follow all guidelines as stated below.

Guidelines for usage of ICT:

1. I will ensure that my device is fully charged at the beginning of the day.
2. I will report any loss or damage to the device or accessories to the ICT staff immediately, and arrange for a warranty claim or replacement.
3. Whilst in class, I will use the ICT equipment only as directed by the teacher.
4. I will always use ICT in an appropriate, ethical, legal and responsible manner.
5. I will not intentionally create, access, search for, upload, execute, print or send offensive, violent, pornographic, subversive or dangerous material at any time from any ICT in the College.
6. I will keep my login account details to myself. I am responsible for any action carried out under my login username.
7. I will not access any College ICT using another student's or staff member's user name and password.
8. I will not engage with any ICT material, email, communication, or activity which might cause hurt to others or myself (including but not limited to bullying, embarrassing, abusing, making false or inaccurate statements, or harassing).
9. I will inform my Teacher Advisor (TA) immediately if I am aware of ICT being used to hurt myself or others.
10. I will be cautious about giving out any information (including images) online about myself or any other person.
11. I will acknowledge the author or publisher of information from the Internet and other digital sources and will not claim the work as my own. I will observe all copyright laws, including those relating to computer software and format shifting.
12. I will respect the school security systems (including antivirus, web filtering and monitoring) and not attempt to bypass them, hack, deliberately cause disruption to the College network to or gain unauthorised access.
13. During class and study periods I will use online services for school-related purposes only.
14. I will use the College computers and ICT devices for the purposes of my education. While I can personalise the device, the downloading of images, music, files, and Microsoft apps must not affect the operation of the device as a tool for education and collaboration at school. Where programs, games or applications are advised by the College as banned, I will not install them on the device.
15. I will treat all College ICT resources with respect and not intentionally interfere with them in any way.
16. I will only use the College email system using the College domain for all school-related correspondence.

The College email system is accessible from the College Homepage under the Resource Hub tab:

<http://www.damascus.vic.edu.au>

Name:

Signature:

Date:

APPENDIX B – PROTOCOLS FOR USING MY ICT DEVICE RESPONSIBLY FOR LEARNING

Protocols for Using my ICT Device responsibly for learning

These protocols are to be followed in conjunction with the College's *Responsible ICT Usage* guidelines.

The term ICT Devices refers to Microsoft Surface Pro's, Tablets, Laptops, Desktops, Mobile Phones and similar devices.

1. I will bring my ICT Device to school fully charged each school day.
2. During class and study periods, I will use my ICT Device for school-related purposes only.
3. When not being used in class, my ICT Device will be locked in my locker. This includes when attending school excursions, PE classes, music lessons, sports activities etc.
4. When traveling to and from school and between classes, my ICT Device will always be inside the cover provided.
5. I will protect my school bag against any possible damage when it contains an ICT Device.
6. I will immediately notify my Teacher Advisor if I identify a possible security problem or accidental access to inappropriate material. This will help protect me against allegations of intentionally violating the College's ICT policy.
7. I will disclose to my Teacher Advisor any messages I receive that are inappropriate or disturb me.
8. I will ensure my ICT Device contains only apps and links consistent with the College values, with appropriate wallpaper and language in accordance with points 2/3 of the ICT Responsible Use Guidelines document.
9. When the teacher instructs, I will close the device immediately.
10. All devices will remain on mute unless the teacher requests.
11. I will only take and use images, recordings and videos of other students or staff with their express prior permission and knowledge, and only in relation to school work. I will not use or distribute any such images for any other purpose, either electronically or by hard copy.
12. I will ensure that personal content stored on the ICT Device is appropriate at all times and I understand that storage space for school-related content is a priority.
13. While at school I will only access the internet through the College Wi-Fi system. I will not tether my device to another device whilst at school.
14. I will not comment on College staff or students through social media or any other electronic means in a derogatory way at any time.
15. When emailing teachers directly I recognise that teachers will only respond in a timeframe that is reasonable and usually during working hours.
16. I will ensure that I am fully aware of, fully understanding of and compliant with these Protocols and with the Responsible ICT Usage document.

If I am not responsible in my use of the ICT Device and breach any of the above, then I understand that appropriate disciplinary actions may include limiting access to my ICT Device, loss of personal information and ultimately the consideration of an ongoing place within this College community. Major issues would be those such as defined in the College Behaviour Management policy which defines Serious Offences as activities or behaviour which:

- Seriously undermines the ethos of the Catholic school, or
- Consistently and deliberately fails to comply with any lawful order of a principal or teacher, or
- Is offensive, or dangerous, to the physical or emotional health of any student or staff member, or
- Consistently and deliberately interferes with the educational opportunities of other students.

GLOSSARY

Appropriate behaviour – acting in a way that is understanding and respectful of College ICT expectations and guidelines as documented.

Authorised – have permission or approval.

Back up – make a copy of your files from which a restore could be made if the original files are lost.

Breach - breaking or failing to observe a rule or code of conduct.

College domain email - @damascus.vic.edu.au

Compliant - to agree with or obey rules.

Derogatory – unkind, disparaging, belittling, offensive or disrespectful comment.

Devices are inclusive of but not limited to PCs, laptops, tablets storage equipment (e.g. USB or memory sticks), CDs, DVDs, multimedia players (e.g. iPods), cameras, mobile phones, gaming consoles, and any other technologies that perform similar functions.

Ethical – being in accordance with the rules or standards for right conduct or practice.

Format shifting – the conversion of media files from one format into another. E.g., converting a flash file (.flv) into an MPEG file.

ICT is inclusive of the school's network cabling and all data and **devices** (outlined in the definition above) attached to the network or stand alone. ICT also includes personal or non-school **devices** used on school premises.

Inappropriate refers to any malicious software, illegal material, or communication involving sex, racism, cruelty, or violence transmitted or stored which may have a negative effect on others or is incompatible with the school values.

Login/Login Account - a means of accessing the school's network using a College allocated username and password.

Personal Information is information including but not limited to name, address, email address, phone numbers, and photos.

Plagiarise – taking someone else's work or ideas and passing them off as your own.

Mute - deaden or muffle the sound of the device.

School Security Systems - systems implemented to protect the school's ICT and users from viruses, (e.g. Firewall, Antivirus).

Social networking – an online service platform that facilitates the building of social networks or relations. E.g., Facebook, Twitter, Google+, Instagram, Formspring, Snapchat, and others.

Subversive - disruptive, troublemaking, inflammatory.

Tether - use (a smartphone) in order to connect a computer or other device to the Internet.

THIS PAGE ONLY TO BE RETURNED TO THE OFFICE (SIGNED BOTH SIDES)

APPENDIX A – RESPONSIBLE ICT USAGE



Responsible ICT Usage

The vision of Damascus College is to be a dynamic Christ-centred learning community which values each member and offers learning opportunities which inspire and challenge students to reach their potential and contribute confidently to the global community.

While part of this learning opportunity is through the use of information communication technologies (ICT), due to the dynamic and interactive nature of ICT, guidance is needed to ensure ICT equipment and online services are accessed and used appropriately.

While I have access to the college's ICT equipment, whether at school, home or elsewhere, I agree to follow all guidelines as stated below.

Guidelines for usage of ICT:

1. I will ensure that my device is fully charged at the beginning of the day.
2. I will report any loss or damage to the device or accessories to the ICT staff immediately, and arrange for a warranty claim or replacement.
3. Whilst in class, I will use the ICT equipment only as directed by the teacher.
4. I will always use ICT in an appropriate, ethical, legal and responsible manner.
5. I will not intentionally create, access, search for, upload, execute, print or send offensive, violent, pornographic, subversive or dangerous material at any time from any ICT in the College.
6. I will keep my login account details to myself. I am responsible for any action carried out under my login username.
7. I will not access any College ICT using another student's or staff member's user name and password.
8. I will not engage with any ICT material, email, communication, or activity which might cause hurt to others or myself (including but not limited to bullying, embarrassing, abusing, making false or inaccurate statements, or harassing).
9. I will inform my Teacher Advisor (TA) immediately if I am aware of ICT being used to hurt myself or others.
10. I will be cautious about giving out any information (including photos) online about myself or any other person.
11. I will acknowledge the author or publisher of information from the Internet and other digital sources and will not claim the work as my own. I will observe all copyright laws, including those relating to computer software and format shifting.
12. I will respect the school security systems (including antivirus, web filtering and monitoring) and not attempt to bypass them, hack, deliberately cause disruption to the College network to or gain unauthorised access.
13. During class and study periods I will use online services for school-related purposes only.
14. I will use the College computers and ICT devices for the purposes of my education. While I can personalise the device, the downloading of photos, music, files, and Microsoft apps must not affect the operation of the device as a tool for education and collaboration at school. Where programs, games or applications are advised by the College as banned, I will not install them on the device.
15. I will treat all College ICT resources with respect and not intentionally interfere with them in any way.
16. I will only use the College email system using the College domain for all school-related correspondence.

The College email system is accessible from the College Homepage under the Resource Hub tab:

<http://www.damascus.vic.edu.au>

Name: **Name**

Signature: **Date:**

AGREEMENT

This agreement is to be signed and submitted prior to the day that the Surface Pro is supplied by the College. Your student will not have access to the device until this agreement has been signed and submitted.

Student

I understand and will abide by the terms and conditions specified in this Agreement. I further understand that breach of the Agreement may constitute a criminal offence. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken. By signing this Agreement, I have read and understood the *Responsible ICT Usage (Appendix A)* and *Protocols for Using My ICT Device Responsibly for Learning (Appendix B)* documentation.

Student full name: **Name**

Student Year Level in 2020: **Year Level (following year)**

Student ID Number (excluding students entering Year 7): _____

Signature: _____ Date: _____

Parent/Guardian

As the parent or guardian of the student listed above, I have read and understood my responsibility in the College granting my child access to a Microsoft Surface Pro device. I understand that the device and its accessories remain College property and are rented on behalf of my student for educational purposes. I support the College's measures in ensuring the safe and appropriate use of these resources by my student.

I/We acknowledge that in the event that the Device and Accessories are not returned to the College under the Terms of the Agreement, I/We will be liable for the costs associating with replacing the Device and Accessories. By entering into this Agreement, I/We authorise the College to raise an invoice for the costs associated with replacing the Device and Accessories and to use the payment details on my/our file to settle the invoice. In the event that recovery action is commenced to recover any monies owing pursuant to the invoice, I/we agree to indemnify the College for all costs associated with the recovery action, including legal fees and disbursements on an indemnity basis.

Parent/Guardian 1 full name: _____

Signature: _____ Date: _____

Parent/Guardian 2 full name: _____

Signature: _____ Date: _____