



Mary MacKillop Catholic Regional College

COMPUTER USAGE AND CYBER SAFETY AGREEMENT 2024

The College Laptop referred to in this document is the property of Mary MacKillop Catholic Regional College (**the College**), but will be held in sole custody of the student to whom it is issued. The Laptop is an academic learning tool provided to students with the purpose of offering opportunities such as wireless access to the internet, and a vast array of applications and e-learning objects. The College, in providing this Laptop, expects students to use this device in a responsible, safe and respectful manner.

Mary MacKillop Catholic Regional College offers our students access to the school's computer network for Curriculum use. The ability to access and process information from this medium is seen as an essential part of the total education provided by the College. To assist with this, student are allocated funds for printing, photocopying and accessing the internet whilst at the College.

Ownership

The Laptop is provided to the student for use as a learning tool at school and at home and is in the sole custody of the student to whom it is issued.

Over the course of a 3-year period, the Laptop is property of the College and is leased through a provision in the global school fee. Upon the completion of the 3rd year, ownership is transferred to the student/family.

If the student leaves the College prior to the end of the 3-year period, the College offers a buy-out option of a pro-rata payment or alternatively, the Laptop is returned to the school with no refund. If the Laptop is being returned it **must** be returned, complete and in good working condition to the College **one week** before the student leaves the College, any damage will be invoiced upon return of the Laptop.

The student must return the Laptop to the school prior to the transfer of ownership for licensed software to be removed and Administrator rights to be transferred to the student.

College staff reserve the right to review all material on the Laptop at any time, and if required, to refresh the Laptop image at any time.

Damage or Loss of Laptop

This Laptop is covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the Laptop. It does not cover cracked screens, negligence, abuse or malicious damage.

Accidental damage of the Laptop must be immediately reported to the front office via an accidental damage form. Parents will be invoiced according to the charges listed below.

Excess charges for damages are:

- Malicious damage – Full cost of replacement (no insurance)
- Accidental damage - \$250 (limit of 3 claims, then full cost of repair)
- Total loss (accidental) - \$500 (limit of one claim, then full cost of replacement device)

In the case of suspected theft or loss the Parents must notify the Business Manager. A police report must be made by the family in the case of theft and an incident number provided to the College within seven days. Parents will have to pay the full replacement cost of the College Laptop.

Please note that students are expected at all times to keep the College Laptop in their lockers with the padlock secured when the Laptop is not in use.

Each student must read this agreement carefully with their parents/guardians and sign the relevant section. This agreement will remain in the student's file and be used by staff to ensure that only students who have read, understood and signed this agreement have access to the computer facilities.

As a custodian of the provided laptop and a user of this network, I agree to the following responsibilities:

1. I understand that it is my responsibility to bring the laptop fully charged to school each day, and to take the laptop to every class unless instructed otherwise by a teacher.
2. I understand that I need to transport the laptop with care at all times in a protective case or cover, and to take care not to drop the device. I agree to look after the laptop by ensuring that food and drinks are kept well away from the laptop.
3. I understand that my use of computer equipment should be as efficient as possible so that all students will have opportunities to use the system. During any lesson I will use the Computer facilities to access only material that is related to the College Curriculum.
4. I understand that I must judge for myself the validity of any information published on the Internet. I understand that not all information is accurate and could, in some cases, misrepresent persons, racial and religious groups, thus I will take extreme care in my use of this information.
5. I will not break copyright laws by copying and/or redistributing another person's work and I will only use other people's work by correctly acknowledging them as the source.
6. I understand that new and emerging technologies are constantly being developed and that I will have to judge the suitability of those technologies and their suitability on the College network. I will always seek assistance from relevant teaching staff to help in these judgements of the suitability of any new sources. Downloading of software, software tools or application files that are on offer from the Internet, is not encouraged and should only be done when directed by a member of the teaching staff.
7. I will not access E-Commerce, personal e-mail, Social Networking or chat-lines, pornographic, violent, drug related or other socially unacceptable material at any time. I will not play, download or install any Games at all; Music, Graphical files, e-mail and chat-rooms will not be used unless specifically part of the College curriculum.
8. I understand that it is my responsibility to manage my account with respect and keep my password confidential and that any access of the computer network or the Internet, using my user name, is wholly my responsibility. I also understand that it is the College's prerogative to monitor my use of the network drive and Internet account usage, through suitable monitoring utilities.
9. It is up to me to use the funds I am allocated at the beginning of each semester for printing, and photocopying for educational purposes. Once I have exhausted these funds it is my responsibility to notify College administration via email to request recharging my account.
10. I acknowledge that, in the event of a deliberate failure to comply with these regulations, I will be banned from future use of computer equipment, for a length of time at the discretion of the College Executive.
11. I understand that I will be responsible for the payment of any costs related to damage caused to computers as a result of my negligent or reckless actions.

CYBER SAFETY USER AGREEMENT

- When using social networking sites in my private time, I understand that I must treat all members of the College community with dignity and respect.
- I will protect my mobile phone numbers by only giving them to friends and family. (This can help protect a student's number from falling into the wrong hands and guard against the receipt of unwanted or inappropriate calls). I will protect my privacy rights and those of other students by not giving out personal details including account passwords, full names, telephone numbers, addresses and images.
- I will talk to my teacher or another adult if: I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school

- Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- I understand that these guidelines also apply to any privately-owned ICT equipment/devices (such as laptops, mobile phones, USB drive, MP4 players) that I bring to school or on any school related activity. Any images of materials on such equipment/devices must be appropriate to the school environment.
- I understand that if I break this User Agreement with a personal communication device (such as a mobile phone) at school, the device will be confiscated by a staff member.
- I understand that if I break this User Agreement the school may ban or restrict my ICT use, and/or inform my parents. Consequences may include a meeting with Senior Staff members, myself and parents, or suspension from the College. I also understand that my parents may be charged for repair costs.

If illegal materials or activities are involved, it may be necessary for the College to inform the Police.

Student's Declaration

I have read and understood the above agreements and agree to abide by them.

Student's Name: _____

Student's Signature: _____ Date: ____/____/____

Parent's/Guardian's Declaration

I have discussed these agreements with my child and I believe that he/she is aware of his/her responsibilities as a user of the computer equipment at Mary MacKillop College.

ANY STUDENT WITH AN UNSIGNED USER AGREEMENT CANNOT USE A COMPUTER

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____