

# Student & Parent ICT Device Code of Conduct and Agreement



75 Highfields Road, Highfields Q 4352

**P** 4698 7777

**E** [highfields@twb.catholic.edu.au](mailto:highfields@twb.catholic.edu.au)

## Digital Etiquette

Students are expected to:

- Follow all teacher directions including when to use the device.
- Have the volume of devices muted at the beginning of each lesson.
- Use appropriate manners when communicating electronically.
- Provide their device to teachers upon request.
- Provide their device to parents upon request.
- Never video, photograph or record any other individual without written permission.

## Digital Access & Use

Students are expected to utilise access to various communications offered by the College in an appropriate and safe manner.

- Students are required to handle and transport their device appropriately.
- Students are required to report any damage immediately to the College.
- Students are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network.
- Students may not access their device during breaks unless it is in the library or a teacher supervised area, for the explicit purpose of school work and **NOT** games.
- Students are required to bring their device fully charged to College each day.
- Students are required to actively check their school email for communications from the College.
- Students may not loan their device to another student or leave it in such a place that it is likely to be easily stolen or damaged.
- Students must only download legal and appropriately rated applications.
- Students understand that the device is to be transported and stored in the College supplied case. Any damage that occurs to the device, whilst not in the case will be the responsibility of the student.
- Students are not to use the device at any time in an inappropriate manner, out of step with College policies relating to Bullying and Harassment.

## Digital Health & Wellbeing

A balance between the use of digital technologies and physical activities is essential.

- Students must commit to a healthy lifestyle by using mobile devices only when relevant during the school day.
- Students must commit to a healthy balance of the use of the device at home.

## General

- I understand that the device remains the property of the College during the three year laptop agreement period.
- I understand that if any damage occurs to the device this needs to be reported to the College immediately.
- I understand that the device was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- I will ensure that the device is always under my direct supervision.
- I understand that the College's Duty of Care does not extend to the after school hours usage. At those times it is the parents who are responsible for the conduct of the student.
- I understand that the student is required to refrain from any improper use of the device including; bullying, harassment, accessing pornography, criminal activity and breach of copyright.
- I understand that the College will bear no liability for any misuse, including criminal use for use beyond school.
- I understand that should damage or loss occur I may be required to cover the cost of repair/replacement of the device.
- Students shall take personal responsibility when using the College's ICT devices by protecting and ensuring all equipment is treated with respect.
- I understand my duty to pay the levy each term.
- I understand that I must adhere to the *Student and Parent ICT Device Code of Conduct and Agreement*, *College ICT Acceptable Use Guidelines* and *Statement on Cyber-bullying*.

The device provided by the College is a privilege and not a right. Students in breach of this Code of Conduct may lose access to their device. In addition, it is my responsibility to report and where appropriate remind my peers of the commitment made to the College when agreeing to the Code of Conduct.