



HILLS ADVENTIST COLLEGE

Student Device User Agreement

Background

Technology is a tool for learning that facilitates creativity, information fluency, and collaboration in the 21st century. Technology is used to extend research, collect and analyse data, solve problems and communicate innovatively. While we encourage our students to be active contributors in our connected world, we also expect them to be safe, legal, and responsible.

Hills Adventist College is committed to maximising learning opportunities for all student by fully integrating relevant technology into academic content. It is important to educate our students how to use technology both ethically and effectively in their everyday lives.

With the privilege of using a personal device at the Hills Adventist College ('College') on our network comes the responsibility to use the technology in a manner that is in keeping with our core values of respect and honesty.

We require that in order for a student to have access to College's Network each student must agree to the terms and conditions set out below:

Agreement

I agree and undertake to abide with the following terms and conditions which will govern the use of my device:

1. Network and Internet access

- 1.1 Students will routinely at school and at home access a variety of content from various sources and platforms. We encourage our students to be good digital citizens and recognise that not all content is based on our value system. The college will make all reasonable attempts to ensure that appropriate filtering and guides are in place to keep content relevant to education.
- 1.2 Content accessed through the College network and the Internet is subject to monitoring and filtering by the College.
- 1.3 The College may block student access to the College network if a student is in breach of these terms and conditions.
- 1.4 While at the College, you may not use your own personal Internet connection or VPN software. This will be interpreted as an intentional attempt to bypass our system.

2. Insurance and liability

- 2.1 The College has arranged for the devices purchased to have the Accidental Damage Protection ('ADP').
- 2.2 The key features of the ADP are the following:
 - (a) \$100.00 excess per claim;
 - (b) the maximum benefits payable are \$2,500 regardless of the number of claims.
- 2.3 The ADP policy document is attached to this agreement for convenience.

3. Content

- 3.1 All content including but not limited to file, photos, videos and music must remain appropriate, as deemed by the College, at all times. Serious breaches will be reviewed in line with our student management policies.
- 3.2 The College retains the right to review the content of any device registered under this agreement.
- 3.3 In addition to the original software from time to time the College will prescribe software and or apps that will need to be installed on their device.

3.4 Students are responsible for the backup of their devices on a regular basis.

4. Copyright

4.1 The device is compliant with all law and regulations and the students must ensure that all content stored on the device continues to be compliant with copyright law and regulations and is acceptable to the College's Christian standards.

4.2 As the devices are for educational purposes therefore the school network is to be used for teacher directed tasks and not for downloading, streaming or sharing files. Students are reminded to be compliant with copyright and other applicable legislation.

5. Set-up and Configuration

5.1 The device will be imaged before it may be used on the College network. The College will attend to the imaging of the device for the student before the device is supplied to the student.

5.2 If it is necessary to re-image a device due to software changes made by the student, at any time during the year the College will do so for a cost of \$30.00 to be paid prior to work being undertaken.

5.3 As the device is neither owned nor managed by the College, the College is not in a position to offer technical support for the devices. The College will arrange for an on-site warranty repair on behalf of the student.

5.4 A loan device will be available to the student in cases of a warranty repair, at the discretion of the College, dependant on the warranty time and device availability. Loan units will be available to students with warranty repairs and not accidental damage, irrespective of the cause of the damage.

6. Permitted use and obligations

6.1 The student must only use the College's network for the purposes of supporting their learning and College activities as directed by the teacher.

6.2 The student is to keep their username and password confidential and must not give it to another student. Students must ensure they are the only ones to use their devices.

6.3 The device is to be kept locked in the student's locker when not in use.

6.4 The use of devices in any class is at the discretion of the teacher concerned.

6.5 Students are to ensure they follow the school device policy and use them only within allocated times.

6.6 Headphones may be used in the classroom at the discretion of the teacher and may not be used in the playground or library.

6.7 Social media is not to be accessed while at College.

6.8 No gaming is permitted while at College.

6.9 Students must abide by all laws and in particular, copyright laws regarding protection of commercial software or intellectual property.

6.10 Students must minimise unnecessary network traffic that may interfere with the ability of others to make effective use of the College's network resources.

6.11 Students must take all possible precautions to avoid damaging their or anyone else's device.

6.12 Any contravention of this agreement may result in disciplinary action and the withdrawal of Device privileges.

7. Device Charge

7.1 The students must ensure that their devices are fully charged when they arrive at College as:

- (a) the College has limited facilities for recharging; and
- (b) power cords from outlets to desks creates safety risks.

8. Prohibited Use

- 8.1 Students must not use the College's network to view, download, save, receive or send material that includes:
- (a) offensive content of any kind, including pornographic material;
 - (b) promoting any discrimination including on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability;
 - (c) threatening or violent behaviour;
 - (d) posting pictures or information about other members of the College on the internet from home or use the College's equipment to do so;
 - (e) any illegal activities;
 - (f) gambling;
 - (g) commercial messages and/or those for personal financial gain;
 - (h) spamming email accounts from the College's email services or College's equipment;
 - (i) plagiarism i.e. copying and pasting information from the web into a document or presentation without proper acknowledgement of source in text, attached to image and referenced according to the College's guidelines.
 - (j) any storage devices containing prohibited or inappropriate material will be deemed to belong to the student in whose possession it is found.

The use of the Internet and College network is not a right, but a privilege and inappropriate use, as outlined above, will result in disciplinary action and the possible withdrawal of Device privileges. Violations will be reviewed on a case-by-case basis. Any damage caused to another student's device through careless or inappropriate use by a user must be paid for.

Undertaking

I undertake to abide by this agreement. I further understand that any breach of this agreement may in some instances be a criminal offence. Should I breach this agreement, I understand that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action.

Name of Student _____

Signature _____

Name of Parent _____

Signature _____

Staff Member _____

Signature _____

Date _____

Rules for Device use at Home:
