



APPROPRIATE AND SAFE USE OF SCHOOL NETWORK, SCHOOL DEVICE AND MOBILE PHONE CONTRACT

At Robina State School,

- We strive to provide students with authentic, valuable learning experiences that help them to become regional and global citizens.
- ICT will be used and monitored to prepare our students to actively and ethically communicate and collaborate in a digital world.
- Students' mobile phone usage during school hours is prohibited.

The aim of this contract is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and productive manner. Internet access and usage at Robina State School is considered a school resource and, as such a privilege.

Before signing this Contract, students and parents/guardians should carefully read the following ICT Policy to ensure that the conditions of use are fully understood and accepted.

General Use of School Devices

1. I will take care of ICT resources
2. I will keep food and drinks away from school devices
3. I will not damage ICT equipment
4. I will immediately report any accidents or breakages to my parents and teachers
5. I will not use school computers for unapproved games
6. I will not attempt to break copy rights (eg by illegally copying software).

Content

1. I will use school devices and ICT facilities only to support my school learning program as directed by my teacher whilst at Robina State School. I understand that it is impossible for the school to screen or filter out all material that is inappropriate, offensive or controversial.
2. I permit school staff to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using devices for a period of time.

Safety and Security

1. Whilst at school, I will only connect devices to Education Queensland's Managed Internet Service, which is monitored for inappropriate use, content and language.
2. I am not permitted to use any personal network connections on devices while on the school grounds, including installed 3G/4G cards or mobile device hotspots.
3. Whilst at school, I will only access websites and apps that support my learning.
4. I will only use my school email account for emails related to my learning.
5. I will not use social media apps for users aged 13 such as Facebook, Instagram, Musically, WhatsApp or Snapchat to communicate with students at all. (If I receive any inappropriate emails or social media message at school I will tell my teacher. If I receive any at home, I will tell my guardians.)
6. I will be Cyber Safe and Cyber Smart when using the internet. Cybersmart.gov.au
7. I will only take photos, on school devices, when instructed by my teacher.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by Robina State School staff when trouble shooting the device.
9. I will not divulge personal information (eg. Name, parent's name, address, phone numbers, photos), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.



APPROPRIATE AND SAFE USE OF SCHOOL NETWORK, SCHOOL DEVICE AND MOBILE PHONE CONTRACT (CONTINUED)

Mobiles

1. Mobile phones cannot be used on school grounds. I understand that once I enter school grounds, my mobile phone must be handed to the school office before school and collected after 3:00pm.
2. I cannot text, ring or use the internet on a personal mobile phone whilst on school grounds.
3. If I bring a mobile phone to school for use before or after school, I understand that I am responsible for the safety of my phone.
4. I understand that if I use my mobile phone at school there will be consequences for inappropriate use in line with the School Responsible Behaviour Plan.
5. I understand the following behaviours are unacceptable.
 - Use of a mobile phone or device in an unlawful manner.
 - To download, distribute or publish offensive messages or pictures.
 - Use of language and/or threats of violence that may amount to bullying and/or harassment, or to insult, harass or attach others by using obscene, racist, derogatory or abusive language.
 - To deliberately waste printing and internet resources or damage computers, printers or equipment.
 - To use social media, online email and internet chat at school (social media apps for children under aged 13, such as Facebook, Instagram, Musically, WhatsApp or Snapchat cannot be used to communicate with students on devices at school).
 - To knowingly download viruses or any other programs capable of breaching the departments networks security.
 - To use in-phone/device cameras, videos without teacher direction or anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
 - To invade someone's privacy by recording personal conversations, taking photographs or daily activities, and/or the further distribution (eg. forwarding, texting, uploading, Bluetooth use ect.) of such material.

Staff Support

1. Staff will deliver education programs as part of their Responsible Behaviour Plan for Students on how to be Cybersmart and Cybersafe.
2. Teachers will explicitly teach the responsibilities outlined in this contract and develop classroom procedures to support the safe and meaningful use of ICT devices to enhance educational outcomes.

This has been developed to align with Department of Education, Training and Employment's Acceptable use of the Departments Information, communication and Technology ICT



APPROPRIATE AND SAFE USE OF SCHOOL NETWORK, SCHOOL DEVICE AND MOBILE PHONE CONTRACT (CONTINUED)

Student Agreement:

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and/or my devices inside or outside of school hours.

I understand that should the school decide I have broken the rules for using its ICT facilities and devices, appropriate action may be taken, as per the school's Responsible Behaviour Plan, which may include loss of access to the network (including the internet) for a period of time as deemed by the principal, together with disciplinary action.

I will use school devices safely, responsibly and lawfully and in accordance with the Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract and the school's Responsible Behaviour Plan for Students.

I have read and understood the Robina State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract and I agree to abide by the rules whilst enrolled at Robina State School.

Student's Name	Class	Student's Signature	Date
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Parent or Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for the purposes of engaging in purposeful, educational learning experiences.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information depends upon responsible use by my child as well as responsible supervision by myself. I believe that my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT facilities, networks and devices.

I understand that where my child engages in inappropriate online behaviours that negatively impact on the good order and management of the school, then disciplinary action, in line with the School's Responsible Behaviour Plan for Students, may be commenced at the discretion of the principal.

I acknowledge and accept that the school does not accept liability for any loss or damage suffered to a personal device.

By signing this document, I acknowledge that I have read and understood the Robina State School Appropriate and Safe use of the School Network, School Device and Mobile Phone Contract, and I agree to its conditions.

I understand that this contract has been developed to align with the Department of Education, Training and Employment's Acceptable use of the Department's Information, Communication and Technology (ICT) Network and Systems Policy. I acknowledge having received a copy of this document.

Parent Name	Parent Signature	Date
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