



Learning Technology Agreement 2023

At Tenison Woods Catholic Primary School, we support all members of our community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines our school, learners and **parent** responsibilities and expected behaviour in supporting safe learning in a digital age.

Our overarching goal is to develop responsible digital citizens who utilise digital tools for learning with intention and mindfulness in a just and moral way in line with our Catholic traditions.

At Tenison Woods, in conjunction with Catholic Education South Australia (CESA) in addition to authentic learning experiences, we provide digital devices, internet filtering, cyber safety education and supervision.

However, ultimately it is the learner's responsibility to make informed responsible choices and care for the resources they have access to, which include MacBooks and iPads and use the device in a safe and responsible manner. Any queries in relation to our Digital Technologies program should be directed to our school leadership team.

Scope of Agreement

This Agreement covers:

- All users of digital technologies at our school including iPad, MacBook's, apps and network infrastructure
- All learners and staff
- Conduct both during and outside of school hours
- All use of personal devices to access our school's network or digital facilities

For Students

We need your help to keep our community safe, which includes when we are working on our devices and using the internet. Please read the following expectations before signing this agreement.

When I use digital technologies like iPads, MacBooks and Internet, I will communicate respectfully, act safely, protect my digital footprint and respect property by:

- using these resources for my learning and only with my teacher or parent's permission;
- accessing the internet only with permission and supervision;
- asking an adult if I am unsure about anything I see online or have difficulties;
- always being a responsible digital citizen and not accessing or sharing anything rude, violent or inappropriate;
- being careful when I carry and move devices, including keeping MacBook lids closed, charging and storing them in a safe shared space at home or school, not a bedroom;
- not downloading or accessing sites, programs and files that I don't own or have permission to use. For example games or music files;
- not deleting browser history, if this is done we may assume that you were not behaving in a just & moral way;
- always checking that what I write, read, post and access is respectful and making sure that I don't write, send or forward any negative or bullying messages or images;
- creating and presenting my own work and if I use someone else's work, I will let people know by sharing the original link and/or creator's name;
- speaking to a trusted adult if I see something online that makes me feel upset, someone is unkind to me or I know someone else is upset or scared by something that has happened online;
- being aware that my birthday, full name, photo of me or friends in a uniform, addresses and phone numbers are examples of personal information and are not to be shared online to protect myself, as well as my family and friends from cyber security breaches, identity theft or contact from strangers;
- protecting password details by not sharing them unless directed to do so by a teacher, or parent;
- not leaving my device logged in when I am not using it.

I understand that all iPads and MacBooks including the chargers and apps remain the property of Tenison Woods School. If I don't follow these safe practices and act responsibly my parents will be told. In serious cases, I may lose the right to use school digital technologies including the Internet, iPads and MacBook. The school might also need to let the police know if illegal activity including cyber bullying is suspected. My parents will be asked to pay if damage to my device or charger is more than expected with normal use.

Student Name _____

Date _____

Signature _____



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For Parents & Carers

Please confirm that you've read through expectations carefully that relate to the use of school owned digital technologies, including; iPad, MacBook, apps and internet access. By signing this form you agree to complying with them, which includes payment, should damage occur that is deemed to be beyond expected normal wear and tear.

I understand

- a. Manufacturer's warranty covers manufacturing defects. It does not cover loss, accidental damage, liquid damage, negligence, abuse, unauthorised software installs or malicious damage.
- b. Loss or damage to a device or charger must be immediately reported to the class teacher, leadership or IT staff.
- c. If damage to a device is deemed beyond normal wear and tear, which includes, but not limited to **liquid damage, cracked screen, dents to edges and lid, missing or damaged keys**. All repairs and/or replacements will be carried out by an authorised Apple repairer of the school's choice.
- d. Where a device has been lost and/or damaged as a result of negligence, abuse, accidental damage or unauthorised software installations, malicious damage, the following payment expectations are in place
 - i. **First incident** the **family and school will share** (50/50) equally the repair costs up to **\$500** and an invoice will be sent home for payment. A payment plan may be arranged on a case by case basis. Please contact finance manager to discuss your circumstances.
 - ii. **Additional and subsequent** damage by the same user will require the **family to pay 100% of costs** associated with repair or replacement via an invoice for payment.
 - iii. Learners are provided with one genuine power adapter (power adapter plug and cable). Learners are responsible for ensuring their device is charged nightly and ready for school each day. If the charger is lost or damaged, besides manufacturer faults, the **parent will be required to pay \$140** for a replacement power adapter. This includes when your child's time at our school finishes. If the device is not returned with the charger.
 - iv. Tenison Woods School will manage all repairs &/or replacements and may provide copies of quotations to families on request.
 - v. Devices will be returned to the user on successful receipt of any payments required.
- e. Short term loan devices are not always available or provided. This is at the discretion of school staff.
- f. Any connection of a school device to home internet access or peripheral devices; e.g. printers are at own risk.
- g. We recommend discussing cyber safety with your child and explaining why it is important to support safe behaviour at home and school when using digital technologies. We recommend devices are used in shared family spaces only. Please access <https://www.esafety.gov.au/parents> for further guidance and consider.
- h. Any agreed existing device damage is to be documented and signed off by a member of the leadership team.
 - i. Tenison Woods aims, in most cases, to enable students to use the same device from Years 3-6.
 - j. If possible, Tenison Woods will aim to offer the device for purchase at the end of its lifespan to the current user's family. This is not always possible, prices will vary, and devices are sold in as is condition with no warranty, software licensing or ongoing support provided by the school.
- k. Without a signed user agreement devices will not be allowed to leave school grounds, but may be used in class at the discretion of the class teacher and leadership team.
- l. At any time, teachers, IT staff or leadership can check a student's device including browser history, installed applications and files.

I, the parent / caregiver named below, hereby agree to comply with all requirements as set out in this Agreement.

I confirm that my child has received and is responsible for a MacBook & power adapter (charger)

Student Name: _____

Class: _____

Device Serial No: _____

Date: _____

Parent/Carer Name: _____

Signature: _____