

Learning Technology Agreement 2025

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;
- not adjusting hardware/software settings.



Learning Technology Agreement 2025

For Parents & Carers

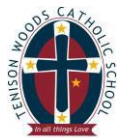
Please confirm that you've read through expectations carefully that relate to the use of school owned digital technologies, including; iPad, MacBook, apps and internet access. By signing this form you agree to complying with them, which includes payment, should damage occur that is deemed to be beyond 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, damage occurred from unknown source, unauthorised software installations or 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 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.

Macbook User Agreement Year 6 Students

In Year 6 students have the opportunity to take the Macbook home each day as we understand learning does not stop at 3:10pm each day. With this privilege comes added responsibility. The Macbook will not be allowed to be taken home until both the student and their parents/caregivers have signed the User Agreement.



Learning Technology Agreement 2025

Transporting Between School and Home

The Macbook must be placed in the case and transported in the student's schoolbag. The Macbook must never be left in any unsupervised area. Drink bottles must not be transported in the same section of the school bag as the Macbook. Students should conceal their Macbooks in their school bag at all times between school and home. In the event that a threat to student safety occurs, students must place their own safety as first priority and report the matter to police and the school immediately.

Internet Usage at School

Students may use the Internet for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or property and students must not access or distribute inappropriate material. This includes but not limited to:

- Distributing spam messages or emails
- Accessing or distributing malicious, offensive or harassing materials, including jokes and images
- Bullying, harassing, defaming or giving offence to other people
- Spreading any form of malicious software (e.g. viruses, worms)
- Accessing files, information systems, communication, devices or resources without permission
- Using non approved file sharing technologies (e.g. Torrent)
- Using non educational related streaming audio and video

While Tenison Woods Catholic School will make every reasonable effort to provide a safe and secure online learning experience for students, Internet filtering is not 100 percent effective and it is not possible to guarantee that students will not be exposed to inappropriate material unintentionally.

The cost to access the Internet at school is currently included as part of the school fees and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads or inappropriate use of a school device will be held accountable.

Internet Usage at Home

Internet browsing by students at home or from other locations outside of our school site is permitted.

Please note this **will not be filtered or monitored** by Tenison Woods Catholic School and therefore is a parent responsibility.

Tenison Woods Catholic School accepts no cost for home Internet provision. The family's chosen Internet service provider provides your home Internet logon details, and it is the responsibility of the family and student to set up the home Internet connection on the Macbook.

Students using their Macbook at home to access the internet must do so in a safe and ethical manner, with parent permission. Parents/carers should actively monitor and discuss their child's use of the internet with their child. Please visit cybersmart.gov.au to access resources to support parents and children.

Charging The Device

Students are expected to charge their Macbook at home and bring it to school every day fully charged. Students must not bring the power adapter to school as it is easily damaged or lost and may cause a safety hazard.

Loan Macbooks may not be made available to students who do not bring their device to school fully charged.