

Device Agreement Year 12, 2022



This agreement is between Tranby College, 90 Arpenteur Drive, Baldivis, 6171, WA

And..... (Parent/Guardian Name)

Of..... (Address)

as Parent/Carer of(Name of Student)

This agreement is for the loan of a Tranby College Apple MacBook Air for use by the above-named student. This arrangement does not include any agreement to transfer ownership of the goods at any stage.

This agreement will commence on the 31st January 2022 and remain valid and in place for the duration of the student's enrolment at Tranby College or until the end of Term 4 2022.

The cost will be \$550 p.a. and includes the cost of loaning the equipment, comprehensive insurance, warranty on parts, labour and software. All costs will be charged to your school fee account, and payment will be due according to the agreed payments terms for the school fees account.

1. I acknowledge that I have read, understand and agree to the "Tranby College Cybersafety Policy" located on the College website and this document, "Device Agreement Year 12, 2022".
2. I acknowledge that my son/daughter will have access during school hours to an Apple MacBook Air computer and agree to supervise my son/daughter's use and care of the MacBook Air after school hours in accordance with the policy and agreements laid down by the College.
3. In the event that my son/daughter ceases to be enrolled at Tranby College, I agree to return the MacBook Air to the College before their final day of attendance.
4. I acknowledge that the MacBook Air is a fragile and valuable device and that due care must be taken at all times to protect it from damage and to keep it secure, especially when transporting it between home and the College.
5. The MacBook Air remains the property of the College. In the case of damage or malfunction, I agree to return the laptop and or charger to the College immediately and complete a damage report form. The College will then assess the cause of damage and, if appropriate, begin the repair process.
6. Where the College assesses the damage to have been caused by a breach of the Apple Care Warranty, any damage or repair costs will be referred for an insurance claim. I understand that I am responsible for excess fee of \$150 and agree to the excess being applied to my school fees.
7. In the event of the MacBook Air being lost or stolen, I will notify the College immediately and provide a police report number and agree to the insurance excess being applied to my school fees.
8. The devices issued to students of the College will facilitate online learning should the need occur. By signing this agreement, you acknowledge that the device will be used in an appropriate space for learning to occur outside of the College. Additionally, it is agreed that no items that could be deemed offensive are in view during video calls.

Student Name **Year 12**

Parent/Guardian Name..... Date:

Parent/Guardian Signature.....

**This form must be returned ON or BEFORE Thursday 27th January 2022,
otherwise no laptop will be issued.**

Tranby College Internet Policies For Off Campus Usage



Violence Pornography/Sex Compromised/Infected Dating	Illegal Drugs Spam Mature/Adult Anonymizer	Criminal Skills/Hacking Gambling Phishing/Fraud Spyware/Malicious
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Please select **ONE** box only

Option 1: OPEN ACCESS – Social Media and Internet Games

ALLOWED 7 DAYS A WEEK

Option 2: Social Media and Internet Games

ALLOWED weekdays **Monday to Thursday 4:00pm to 8:00pm**
ALLOWED weekend **Friday 4:00pm to Sunday 8:00pm**

Option 3: Social Media and Internet Games

BLOCKED during the week
ALLOWED weekend **Friday 4:00pm to Sunday 8:00pm**

Option 4: Social Media, YouTube and Internet Games (Internet games does not take into account any games installed on the laptop)

BLOCKED at all times

Option 5: No Internet

BLOCKED at all times
This is the Default option if this form is not returned.

Student Name.....

Year 12

Parent/Guardian Name.....

Date:

Parent/Guardian Signature.....

This form must be returned ON or BEFORE Thursday 27th January 2022, otherwise no internet access will be granted.

CYBERSAFETY USE AGREEMENT FOR YEAR 10 – 12 STUDENTS



Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Sign the appropriate section on this form.
3. A copy of the document for future reference is available on the College website, SEQTA Engage and SEQTA Learn.
4. If you have any questions about this agreement, please contact the College.

* **The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’.*
- (b) *‘Cybersafety’ refers to the safe use of the internet and ICT equipment/devices, including mobile phones, MP3 players, tablets etc.*
- (c) *‘School ICT’ refers to the school’s computer network, internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.*
- (d) *The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets) storage devices (such as USB and flash memory devices, external hard-drives, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.*
- (e) *‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.*

INTRODUCTION



The measures to ensure the Cybersafety of Tranby College outlined in this document are based on our core values of Respect, Integrity, Service, Commitment and Collaboration.

The school's computer network, internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Tranby College, and to the effective operation of the school.

Our school has rigorous Cybersafety practices in place, which includes a Cybersafety Use Agreement for all school staff and students.

The overall goal of the College in this matter is to create and maintain a Cybersafety culture, which is in keeping with the values of the College, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with Cybersafety breaches, which undermine the safety of the College environment.

All students will have a Cybersafety Use Agreement on their SEQTA Learn home page. Once signed by both the student, parent and their form teacher, students will be able to use the College ICT equipment/devices.

The school's computer network, internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the College and used on or off the school site.

RULES TO HELP KEEP STUDENTS CYBERSAFE



As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form and returned it to school by the due date.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke.
6. I understand that I am not allowed to capture, publish or upload any images of members of the College community without their prior consent
7. I understand that the rules in this use agreement also apply to mobile phones, tablets etc. I will only use my mobile phone, tablet etc. at the times that I am permitted to during the school day.
8. While at school, I will not:
 - ❖ access, or attempt to access, inappropriate, age restricted, or objectionable material
 - ❖ download, save or distribute such material by copying, storing, publishing, printing, or showing it to other people
 - ❖ make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
 - ❖ not show others
 - ❖ turn off the screen or minimize the window and
 - ❖ report the incident to a teacher immediately
10. **I understand that I must not download or install any files such as music, videos, games or programs without the permission of a teacher.** This ensures the school complies with the Copyright Act 1998. I also understand that anyone who infringes copyright may be personally liable under this law.

RULES TO HELP KEEP STUDENTS CYBERSAFE



11. I understand that these rules apply to any privately owned ICT equipment/device (such as laptop, mobile phone, tablet, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, the school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved.
Personal information includes:
 - ❖ Name
 - ❖ Address
 - ❖ Email address
 - ❖ Phone numbers
 - ❖ Photos.
14. I will respect all ICT systems in use at the College and treat all ICT equipment/devices with care. This includes:
 - ❖ not intentionally disrupting the smooth running of any school ICT systems.
 - ❖ not attempting to hack or gain unauthorised access to any system.
 - ❖ following all school Cybersafety rules and not joining in if other students choose to be irresponsible with ICT.
 - ❖ reporting any breakages/damage to the IT Department immediately.
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. I understand that the school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases, the school may take disciplinary action against me in line with the College's Discipline Policy. I also understand that my parents may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

CYBERSAFETY USE AGREEMENT FORM FOR STUDENTS YEAR 10 - 12



To the student and parent/caregivers/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement.
2. **Sign the appropriate section on this form**
3. **A copy of the document for future reference** is available on the College website, SEQTA Engage and SEQTA Learn.

We understand that Tranby College will:

- ❖ Do its best to keep the school cybersafe, by maintaining an effective Cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or ICT equipment/devices at school or at school-related activities and enforcing the Cybersafety rules and requirements detailed in the use agreements.
- ❖ Keep a copy of this signed Cybersafety Use Agreement for on file.
- ❖ Respond appropriately to any breaches of the Cybersafety Use Agreement.
- ❖ Provide members of the school community with Cybersafety education designed to complement and support the Cybersafety Use Agreement initiative.
- ❖ Welcome any enquiries from students or parents about Cybersafety issues.

Section for students:

My responsibilities include:

- ❖ I will read this Cybersafety Use Agreement carefully.
- ❖ I will follow the Cybersafety rules and instructions whenever I use the school's ICT.
- ❖ I will also follow the Cybersafety rules whenever I use privately owned ICT equipment on the College grounds or at any school-related activity, regardless of its location.
- ❖ I will avoid any involvement with material or activities, which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- ❖ I will take proper care of school ICT device. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my parents may have responsibility for the cost of repairs or replacement.
- ❖ Referring to the document on SEQTA Learn for clarification if I need to and/or I will ask a teacher if I am not sure about anything to do with this agreement.

**CYBERSAFETY USE AGREEMENT FORM
FOR STUDENTS YEAR 10 - 12**



Section for parent/caregiver/legal guardian

I have read this Cybersafety Use Agreement document and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

My responsibilities include:

- ❖ I will read this Cybersafety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school to maintain a cybersafe environment.
- ❖ I will ensure this use agreement is signed by my child and myself and returned to the school by the due date.
- ❖ I will encourage my child to follow the Cybersafety rules and instructions.
- ❖ I will contact the school if there is any aspect of this Cybersafety Use Agreement I would like to discuss.

Student Name:

Year:

Student Signature:

Date:

Parent Name:

Parent Signature:

Date:

Teacher Signature:

Date:

**Please sign and return this page to your Teacher by
Friday 4th February 2022**