

ACCEPTABLE USE OF DEVICES AND DIGITAL RESOURCES CONSENT FORM

This consent form must be signed and returned prior to students being granted access to the Internet and school devices/ resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Devices and Digital Resources Statement* with the student and answer any questions that they may have. Any queries in relation to this material should be directed to **phollandpark@bne.catholic.edu.au**

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Devices and Digital Resources Statement* and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the technology resources, including email and the internet. I understand it is my responsibility to supervise any student device use and internet access other than at the school.

I understand that access is granted to students subject to the restrictions contained in the *Acceptable Use of Devices and Digital Resources Statement* and that if breached, consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to the *Acceptable Use of Devices and Digital Resources Statement*, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

I understand that Brisbane Catholic Education (BCE) and/or the school may remotely access school-owned student devices for management purposes. Devices are managed by BCE's supported Mobile Device Management software.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

Whilst, BCE takes all reasonable steps, in some cases, there may be an unauthorised disclosure of student personal information by third parties (for example, in case of a data breach of information held by the third party) which the school and/or BCE cannot control.

(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Statement, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.

Refer to - www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx

NAME: _____

DATE: _____

SIGNATURE: _____

Student Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use of Devices and Digital Resources Statement* and all other relevant laws and restrictions in my access to the various technology resources through the Brisbane Catholic Education (BCE) network.

NAME: _____

HOME GROUP/PC CLASS: _____

SIGNATURE: _____

DATE: _____

ACCEPTABLE USE OF DEVICES AND DIGITAL RESOURCES STATEMENT

Devices and digital resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Joachim's Primary School have established significant digital resources to support these activities. This includes technology provided on school grounds and school-owned technology that may be taken off the school grounds with permission from the school. **St Joachim's Primary School** has specific guidelines relating to the use of technology [**St Joachim's ICT Policy**].

This document has been developed to inform users of their rights and responsibilities when using devices and digital resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **St Joachim's Primary School** technology resources whether they are accessed through devices owned by the school or through privately owned devices.

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this document.

Responsibilities of Users

Permitted use of technology resources

1. Students must only access **St Joachim's Primary School's** technology resources for schoolwork.
Students must not:

- a. buy or sell items or services over the internet.
- b. access or enter online communication outside of school authorised platforms.
- c. access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment.
- d. amend documents created by another person without the author's consent.
- e. download, install or use unauthorised computer applications.
- f. deliberately install viruses or other malware.
- g. gain unauthorised access to any system or information by any means.
- h. use technology to attack or compromise another system or network.

Confidentiality and Cybersafety

2. Students should be aware that material they post online (including-social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community. Once information is on the internet it may not be possible to remove it. Students must be aware of their digital footprint and the lasting impact that it can have to their lives and that of others.
3. For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post their own or anyone else's address, telephone number or other personal details online. Students should not distribute someone else's personal information without informed consent from the individual or their guardian.
4. Students should be aware that persons on the internet might not be who they say they are. Students must not arrange to meet persons who they have met online.

5. **St Joachim's Primary School** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
6. Students should be aware that 'Cloud' based tools and services are used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.

Cyberbullying and defamation

7. Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

Security

8. Students must regularly check for and complete updates on their devices to ensure they remain secure.
9. Students must use a secure password or passphrase and keep their username and password information private. The password should be changed regularly in line with the Australian Curriculum and should be difficult for other people to guess. Students should take steps to ensure their device is inaccessible to others when unattended, e.g., lock screen.
10. Students must not use another person's name and password to access resources.
11. Students must report a suspected breach of security to the school.

Copyright

12. The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use **St Joachim's Primary School** technology resources to copy, download, store or transmit any such material that may include music, images, videos or any other form of media.

Consequences following a breach of this Acceptable Use Statement

1. A breach of this statement will be taken seriously and may result in disciplinary action.
2. Any known breaches of these Acceptable Use conditions must be reported by **St Joachim's Primary School** to Brisbane Catholic Education's Legal Counsel and/or Head of IT.
3. Examples of possible consequences range from **a warning or loss of device for a period of time.**
4. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
5. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Ipad Hire Agreement
ST JOACHIM'S CATHOLIC PRIMARY SCHOOL



2026

OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

The following student and parent responsibilities will apply.

- Students and parents will be responsible for the overall care of the device when devices are taken home.
- Students will be required to always keep the device within the protective cover.
- The device will be recharged at home each night ready for the next school day. The device can be connected to the student's home internet at the parent's discretion. Parents are encouraged to supervise proper usage of device at home, especially whilst students are using the internet.
- Devices must be at school every day unless instructed otherwise due to a specific school event.
- Students will use the device at the direction of the teacher. The teacher will manage the use of the device in the classroom.
- Only school related content will be stored on the device. This includes photographs and the use of the camera and videography equipment
- Devices are not to be used in a public place outside the school. This includes transport to and from school.
- School staff will implement regular inspections of the device. Students will be subject to the terms of the Acceptable Use of devices and digital resources policy. if there is any evidence of misuse or inappropriate usage, consequences may apply.
- Should a student's device ever require repair or replacement, the school must be notified immediately, and the school will endeavor to provide a replacement device so the student will not miss ongoing learning opportunities.
- Students will be supplied with an online means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the school.
- Students must be aware of and abide by the school's Devices and Digital resources policy signed at enrolment. This document is available upon request. Failure to abide by the user agreement could result in disciplinary action.
- Students must abide by the Student Device Contract signed at the beginning of each school year. Failure to abide by the user contract could result in disciplinary action.

LOSS, THEFT, AND DAMAGE

SCHOOL OWNED DEVICE PROGRAM

Parents and students will provide and be responsible for:

- ✓ The device is leased by the student and should only be used by that student. It is not the student's own device and should be treated as a 'loan' from the school.
- ✓ The device must not be engraved or graffitied in any way, as this would void the Apple Warranty.

St Joachim's School will provide and be responsible for:

- ✓ Staff will have full administrator rights to the device
- ✓ Students will be trained to be competent users and maintainers of their device.
- ✓ School will supply a protective keyboard case and a genuine apple charger
- ✓ The school is responsible for the repair and restoring of the device, should this ever be required.
- ✓ School can remove and restrict students from devices at any time if they breach their iPad contract

APPENDIX 1: STUDENT DEVICE CONTRACT

Below is a copy of the contract that will be signed by each child, each year



ST JOACHIM'S
CATHOLIC PRIMARY SCHOOL

St Joachim's iPad Student Contract

Student Name: _____ **Class:** _____

Read and tick the guidelines below to show you have read and understood them. Please return your signed contract form to your class teacher.

I agree to the following guidelines while using my device:

I will show care

- ☐ I will not take my iPad out of its case
- ☐ I will carry my iPad with two hands at all times
- ☐ I will walk with my iPad
- ☐ I will not put my iPad on the floor
- ☐ I will store my iPad safely to and from school

I will follow instructions

- ☐ I will only use my iPad when instructed to do so
- ☐ I will only use the apps and websites I have been asked to
- ☐ I will turn off my screen when my teacher is talking
- ☐ I will only communicate with others with my teacher's approval

I will take responsibility

- ☐ I will bring my iPad to school charged each day (year 2-6)
- ☐ I will act responsibly with my iPad at all times
- ☐ I will only have school related content stored on my iPad
- ☐ I will not change the settings on my iPad
- ☐ If something goes wrong, I will tell a teacher straight away

If I do not follow these guidelines, I agree that consequences will be put in place. Some consequences may include being unable to use email or being unable to use the device at home and/or at school for a certain amount of time.

Student Signature: _____ **Date:** _____