



Digital Device Usage Agreement

Background

At Gladstone Park Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This usage agreement provides guidelines for the use of personally owned laptops and school owned technology. All students who use or access digital technologies are bound by these conditions. The goal of this agreement is to ensure that students use school-based technology safely and responsibly.

Bring Your Own Device (BYOD):

Selected year levels participate in the BYOD program. As part of the program all students in these year levels are expected to:

- Bring an acceptable device that meets the minimum specifications listed in the BYOD Handbook and on the GPSC website.
- Ensure the device is charged every day and has sufficient battery power to work in all classes.
- Only charge their device at school if their charger has been tested and tagged by the IT Support Team.
- Have their device and charger labelled with their full name.
- Only take and share photographs/sound/video recordings when others are aware the recording is taking place and have been provided explicit consent as part of an approved lesson.
- Ensure that their device does not contain any inappropriate, offensive or illegal content.
- Only use their device for school related purposes while at school.
- Not connect their device using mobile data, hotspots, VPNs or any other internet source not provided by the school.
- Take full responsibility for the safety and security of their device.

Note: Gladstone Park Secondary College does not take responsibility for the loss or damage of personal items/devices.

Using Technology:

The use of technology at Gladstone Park Secondary College is a privilege, not a right. Students are expected to:

- Only use technology for school related purposes.
- Not bring, download, display, save, print or transmit any offensive or inappropriate material.
- Follow all teacher instructions regarding the use of technology.
- Keep their password safe by never revealing it to anyone else.
- Respect others and communicate with them in a supportive manner, never participating in online bullying.



- Protect the privacy of themselves and others by never posting personal details or images without consent.
- Never cause malicious damage to any personal or school owned technology.
- Handle technology with care and notify a teacher if any of the school's technology is damaged.
- Never unplug a school device, even for the purpose of charging their own device (this includes mice, keyboards, monitors, desktops, cabling, etc).
- Never interfere with network systems and security, access the data of another user or attempt to log into the network using login details that are not their own.
- Abide by copyright and intellectual property regulations.
- Not use online 'chat' facilities (except Microsoft Teams for school purposes) or social networking websites while at school.
- Talk to a teacher or coordinator if they personally feel uncomfortable/unsafe online, or if they see others participating in unsafe, inappropriate or hurtful online behaviour.

Note: Teacher's work hours are 8:30am-4:30pm. Students should not be messaging teachers on Microsoft Teams outside of this time, except in extreme circumstances where immediate contact is required.

Consequences:

This Usage Agreement applies when digital devices and technologies are being used at school, for school directed learning and, during school excursions, at camps/extra-curricular activities and at home. Failure to follow this agreement can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- Removal of permission to use a device
- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges

In cases where a student has been responsible for damage to technology owned by the school or another student, the parent/carer of the student may be asked to pay for the damage to be repaired.