

PERSONAL DIGITAL DEVICE AGREEMENT



INCLUDING MORDIALLOC COLLEGE ACCEPTABLE USE AND
E-SAFETY AGREEMENT

Rationale

Mordialloc College believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Twenty-first Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, to act respectfully, responsibly and appropriately, particularly without parent or teacher supervision. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce and implement this behaviour at home.

School support for the safe and responsible use of digital technologies

Mordialloc College uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, and expect they will be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Mordialloc College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and in the use of digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents
- work with students to outline and reinforce the expected responsible behaviours in using digital technologies.

The values promoted by Mordialloc College include **respect, responsibility, integrity** and **personal best**, which aim to build and establish positive relationships in a safe and caring environment. The measures to ensure the cybersafety of the College environment, which are outlined in this document, are based on these core values.

The College's computer network, Internet access facilities, computers and other College ICT equipment/devices, such as student laptops and iPads, bring great benefits to the teaching and learning programmes at Mordialloc College, and to the effective operation of the College. However, it is essential that the College endeavours to ensure the safe use of ICT within the College community.

This e-Safety and Responsible Use Agreement document includes information about obligations, responsibilities, and the nature of possible consequences associated with breaches of the use agreement, which undermine the safety of the College environment. The cybersafety education supplied by the College to its learning community is designed to complement and support the use of this agreement.

Family Information – Advice to support the safe and responsible use of digital technologies at home

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but also it is increasingly being used as a social space to meet and chat and network.

Five simple ways to begin thinking about and fostering safe a responsible use, both at home and at school, are:

Communicate. The best approach is to learn as much about your child’s online and digital use. Begin a conversation with your child as to what they access online, how they use various technologies, etc. Create a positive, clear and mutual understanding that sets clear expectations for behaviour and habits.

Monitor. Use safety software to filter or keep track of what your child is accessing. Or if software isn’t available, establish a system where your child works in a shared space or is supervised in some manner. This may simply involve placing computers/ consoles in family rooms or restricting Internet access at certain times.

Research. Become familiar with the popular sites, apps, etc. and any issues or trends that are arising. You don’t have to become an expert- simply sign up to newsletters or cybersafety for clear and simple information.

Report. Report any concerning behaviours or interactions immediately. If these are ***school related***, contact your child’s coordinator. It may help in any investigations to keep evidence via a screenshot or similar.

Block. Most social media platforms have the ability to report and block content. If unable to, blocking sites might also be an option.

Instructions for students and parents:

1. Students and parent/legal guardian/caregiver are asked to read this entire policy carefully as well as the precise appearing in the front of the College Diary and the Personal Digital Device Agreement (if applicable)
2. If help is needed to understand all the language, or there are any points your family would like to discuss with the College, let the College office know as soon as possible.
3. Both parents/guardians and students should then sign the student use agreement at the back of the document or in the front of your College Diary/Planner and return that page to the College .
4. It is important to keep the front section of the document for you and your family to read again and refer to in the future.

Important terms used in this document:

- (a) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’.
- (b) ‘Cybersafety’ and ‘e-safety’ refer to the safe use of the Internet and ICT equipment/devices, including mobile devices.
- (c) ‘College ICT’ refers to the College’s computer network, Internet access facilities, computers, and other College ICT equipment/devices as outlined in (d) below. This also includes subsidiary or public organisation(s) equipment, which may extend and/or be part of the college network infrastructure.
- (d) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, iPads, College netbooks), storage devices (such as USB and flash memory devices, CDs, DVDs, iPads, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming devices, and any other, similar, technologies as they come into use/culture which is in keeping with the values of the College, and legislative and professional obligations. All members of the College community benefit from being party to the use agreement and other aspects of the College e-safety programme.

E-Safety Agreement

1. Acceptable Use and e-Safety Agreement

- 1.1. All staff and students, whether or not they make use of the College's computer network, Internet access facilities, computers and other ICT equipment/devices in the College environment, will be issued with a user agreement (either in their College Diary/Planner or as the Personal Digital Device Agreement)
- 1.2. Staff and students are asked to keep their own copy of the agreement for later reference.
- 1.3. The College encourages anyone with a query about the agreement to contact the Director of eLearning as soon as possible.

2. Requirements regarding appropriate use of ICT in the College learning environment

In order to meet the College's legal obligation to maintain a safe physical and emotional learning environment, and be consistent with the values of the College:

- 2.1. The use of the College's computer network, Internet access facilities, computers and other College ICT equipment/devices, including but not limited to iPads, and student laptops, on or off the College site, is limited to educational purposes appropriate to the College environment. This applies whether or not the ICT equipment is owned by the user or is owned/leased either partially or wholly by the College. If any other use is permitted, the user(s) will be informed by the College.
- 2.2. The College has the right to monitor, access, and review all the use of such devices. This includes personal emails sent and received on the College's computers and/or network facilities, either during or outside College hours.
- 2.3. The use of any privately-owned/leased ICT equipment/devices on the College site, or at any College-related activity must be appropriate to the College environment and values. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the College site, or to any College-related activity. It also includes the use of all mobile devices.

Such equipment/devices could include a laptop, desktop, iPad, mobile phone, camera, recording device, or portable storage device (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at College or at a College-related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the Director of eLearning or Program Coordinator.

2.4 When using College ICT, or privately-owned ICT on the College site or at any College-related activity, users must not:

- Initiate access to inappropriate or illegal material – including but not limited to adult content, online gaming sites, gambling sites, and social networking sites such as Facebook. The use of Peer-to-Peer software is also prohibited.
- Save or distribute such material by copying, storing or printing.

In the event of accidental access of such material, users should:

1. Not show others
 2. Close or minimise the window
 3. Report the incident
- Students should report to a teacher immediately
 - Staff should report such access as soon as practicable to the Director of eLearning.

2.5 Under no circumstances should ICT be used to facilitate behaviour, which is either inappropriate in the College environment or illegal.

2.6. When using the Internet, it may not always be possible for the College to filter or screen all material. This may include material, which is inappropriate in the College environment, dangerous, or illegal.

2.7. While at College or a College-related activity, you must not have involvement with any material or activity which might put yourself at risk. The use of social networking sites, including but not limited to Facebook is therefore prohibited. As well, you must not at any time use ICT to upset, harass, or harm anyone else in the College community, or the College itself, even if it is meant as a 'joke'.

Note: a 'College-related activity' include, but are not limited to, excursions, camps, sporting or cultural events, wherever its location.

3. Individual password logons (user accounts)

3.1 Individual user name and password. If access is required to the College computer network, computers and Internet access using College facilities, it is necessary to obtain a personal user account from the College.

3.2 Confidentiality of passwords. It is important to keep passwords confidential and not shared with anyone else.

3.3 Access by another person. Users should not allow another person access to any equipment/device logged in under their own user account, unless with special permission from the Director of eLearning (Any inappropriate or illegal use of the Mordialloc College computer facilities and other College ICT equipment/devices may be traced by means of this login information.)

3.4 Appropriate use of email. All staff and students are provided with a Gmail account through the College's Google Apps domain and are expected to use them in a responsible manner and in accordance with this use agreement. This includes ensuring that no electronic communication could cause offence to others or harass or harm them, put the owner of the user account at potential risk, or in any other way be inappropriate in the College environment.

4. Disclosure of personal details

4.1 For personal safety, users should be very careful about revealing personal information about themselves, such as home or email addresses, or any phone numbers including mobile numbers. Nor should such information be passed on about others.

5. Care of ICT equipment/devices

5.1 All College ICT equipment/devices should be cared for in a responsible manner and especially ensuring that laptops are carried in the bags or cases provided.

5.2 Any damage, loss or theft must be reported immediately to the ICT Management Team. In the event of theft, a police statement must be made as soon as practically possible. 5.4 At school, when laptops are not being used or carried by the individual they should be securely stored in a locked locker

5.3 At the conclusion of the rental, or if the student leaves the College before the conclusion of the lease, the laptop/ICT device must be returned to the College in the same condition as was initially supplied. That is, no stickers, graffiti, white-out, scatches and etchings, cracks, missing keys, discolouration, substances requiring more than light cleaning or any damage beyond normal wear and tear.

6. Wastage

6.1 All users are expected to practice sensible use to limit wastage of computer resources or bandwidth. This includes unnecessary Internet access and printing.

7. Connecting software/hardware

7.1 Users must not attempt to download, install or connect any unauthorised software or hardware onto College ICT equipment, including but not limited to student laptops, iPads, tablets and iPod Touches or utilise such software/hardware. This includes use of such technologies as Bluetooth, infrared, and wireless, such as mobile broadband Internet, and any other similar technologies, which may be developed. Any user with a query or a concern about this issue should speak with the ICT Manager.

7.2 In a special case where permission has been given by the Director of eLearning to connect or install privately owned equipment/devices or software, it is with the understanding that the College may scan this equipment/device/software at any time thereafter as part of a regular or targeted security check, such as for viruses.

7.3 Students using their own devices (or those owned by a third party), must insure that any personal software and hardware connected to their device is legally owned and does not breach or manipulate the College's network safety, filtering or security. Even if the student does not use these features while at school, they should NOT be installed and the device may be confiscated and the software/hardware in question be deleted/uninstalled. This includes connections to Virtual Private Networks (VPNs), the Tor network or any software/hardware designed to mask, hide or subvert monitoring.

7.4 The College technicians can assist students with installing and managing software and hardware on their personal devices (or those owned by a third party) but are not responsible for the workings and status of such units. The proper functioning of all personal devices is the responsibility of the owner and user.

8. Copyright and licensing

8.1 Copyright laws and licensing agreements must be respected. This means no involvement in activities such as illegally copying material in any format, copying software, downloading copyrighted video or audio files, using material accessed on the Internet in order to plagiarise, or illegally using unlicensed products. This means that students are not to have torrents or any other peer-to-peer software on their devices. If Peer-to-Peer software, such as uTorrent or BitTorrent is found on any laptop/ICT device, the laptop/ICT device may be re-imaged.

8.2 The College will provide software, which is in accordance with the copyright laws and must only be installed on College leased or owned equipment. Once equipment ownership transfers outside of the College it is only legal to have installed the software that originally came with the computer and copyright laws and licensing agreements become the responsibility of the equipment holder.

8.3 Students bringing their own devices (or one owned by a third party) will have access to some of the software from the eduSTAR catalogue, as licensed to the Department of Education and Early Childhood Development (DEECD). Students installing this software do so through their Victorian Student Number and are bound by the conditions set out by the DEECD. Students installing eduSTAR software agree to not redistribute or manipulate the software in any way, to not use it to bully, intimidate or infringe upon copyright and uninstall it upon their cessation as a secondary student attending a Victorian Government school.

9. Posting material

9.1 All material submitted for publication on the College Internet/Intranet should be appropriate to the College environment.

9.2 Such material can be posted only by those given the authority to do so by the Director of eLearning.

9.3 There is only one official website relating to the College with which there should be involvement unless approval has been given by the ICT Management Team.

9.4 Students may be required to post or share work, images or ideas online (through forums, blogs, etc.), effectively placing them within the public domain. While the College will make all efforts to ensure such posts are in accordance with our e-Safety standards, we cannot guarantee how such material may be used, copied or reproduce by others. Students must always treat such information as public knowledge and speak with their teacher if they are unsure or have concerns about posting or sharing such information.

10. Monitoring by the College

10.1 The College monitors traffic and material sent and received using the College's ICT infrastructures. This will be examined and analysed to help maintain a safe College environment.

10.2 The College will deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.

10.3 The College holds the right to access/redirect/stop/copy for evidence of any type of electronic data and remove inappropriate electronic data without notice, even on devices owned by the student or a third party.

10.4 The College holds the right to lock/disable/remove/modify computer accounts in the event of a threat to the College ICT. This includes any electronic devices, which are on the premises of the College, even if owned by the student or third party.

11. Ownership

11.1 The College reserves the right to confiscate any laptops/iPads/ICT equipment due to breaches of this agreement, whether owned by the College, student or third party.

11.2. If any privately owned ICT equipment/device, such as a laptop, desktop, PDA, mobile phone, camera, or recording device, portable storage (like a USB or flash memory device), is brought to College or a College-related activity, the College cybersafety rules apply to that device. If you are not sure whether it is appropriate to have a particular device at College or at a College-related activity, you are expected to check with the relevant teacher before bringing it.

12. Audits

12.1 The College may conduct an internal audit of its computer network, Internet access facilities, computers and other College ICT equipment/devices, or may commission an independent audit. If deemed necessary, auditing of the College computer system will include any stored content, and all aspects of its use, including email. An audit may also include any laptops or iPads provided or subsidised by/through the College or subsidised by a College-related source such as the Department of Education and Early Childhood Development.

13. Breaches of the use agreement

13.1 Any breach of the College's e-Safety and Acceptable Use Policy, or Personal Digital Device Policy which is deemed harmful to the safety of the College such as involvement with inappropriate or illegal material, anti-social activities and possession of Peer-to-Peer software or VPN software will constitute a significant breach of discipline and result in serious consequences. A breach of this agreement will result in the laptop, iPad or ICT device being re-imaged. Any further breaches of this nature will result in changes to the management of the laptop, iPad or ICT device.

13.2 If there is a suspected breach of use agreement involving privately owned ICT on the College site or at a College-related activity, the matter may be investigated by the College. The College may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

13.3 Involvement with material which is deemed 'age-restricted', or 'objectionable' (illegal) is a very serious matter, as is involvement in an activity, which might constitute criminal misconduct, such as harassment. In such situations, it may be necessary to involve law enforcement in addition to any disciplinary response made by the College as a result of its investigation.

14. Consequences

14.1. Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the College. Possible responses could include one or more of the following: a discussion with the student, informing parents/guardian, re-imaging of laptop/device, loss of administrator access to laptops/devices, loss of student access to College ICT,

taking disciplinary action. If illegal material or activities are involved, it may be necessary for the College to inform the police and/or other government departments.

14.2. Where laptops require re-imaging due to a breach of this agreement, the laptop/ICT device will not be backed up before re-imaging. There will be no opportunity given to the student to back up their work.

14.3. The College reserves the right to confiscate all devices, whether College-owned or privately owned, due to a breach of this agreement.

15. Miscellaneous

15.1. Accessing the Internet at College on College ICT. The only time you can access the Internet at the College or on a College computer of any kind during class is when a teacher gives permission and there is staff supervision. If other Internet access outside of class on the College site or at a College-related activity is permitted, for example, via a privately-owned laptop, leased laptop, mobile phone or any other ICT device, it must be in accordance with the e-safety rules in this agreement. While at school, students are only to use the school student Internet connection. Students are not to connect to any external devices e.g. Phones, USB modems or other wireless networks while at Mordialloc College. Students found breaching these guidelines will lose access to Mordialloc College's network, the right to bring their own device to school, and the laptops/devices will be re-imaged immediately. Deliberate circumvention of school internet filtering, by use of third-party software, external internet connections (such as '3 mobile internet'), Virtual Private Networks (VPNs) or "anonymous proxy" sites will result in the laptop being immediately re-imaged, the administrator status of the student will be modified and the student's ability to access the Mordialloc College network will be reviewed.

15.2. Mobile devices. E-safety rules also apply to mobile devices. You are not permitted to use mobile device in class time unless this is approved by a staff member. See the Mordialloc College Personal Digital Device Policy for full details.

15.3. Care of the computers and other College ICT equipment/devices, and their appropriate use includes:

- You must not damage or steal any equipment, or try to damage the ICT network. If the damage is deliberate, it will be necessary for the College to inform your parent/legal guardian/caregiver who will have responsibility for the cost of repairs or replacement.

15.4. Students need permission from staff to:

- Use storage devices to transfer work between home and the College. All students are given cloud storage through Google Drive, which can and should be used to 'transport' materials
- Print material when in the classroom situation. Any material printed out of class must be appropriate in the College environment.
- Contribute material to the College Internet/Intranet site. As well, there should be no student involvement in any unofficial College Internet/Intranet site or social media profile, which purports to be representative of the College or of official College opinion.
- Send email to groups of users, which are available on college e-mail/exchange server(s). Only email to individual students and staff according to the e-mail agreements are to be sent.

16. Questions or concerns

16.1 Staff and students should take any queries or concerns regarding technical matters to the ICT Technicians.

16.2 Queries or concerns regarding other e-safety issues should be taken to Year Level Coordinators, Director of Wellbeing or Director of eLearning.

Personal Digital Device Agreement

Rationale and Responsibilities

Mordialloc College aims to connect our students with vibrant and engaging learning communities that extend beyond the classroom. We recognise that our students are immersed in a technology rich world and aim to guide them to become flexible, efficient, conscientious, creative, safe and responsible digital citizens. Our focus is on engaging our students in participatory and authentic learning so they grow as resilient and innovative *learners*.

Student Opportunities

Mordialloc College recognises that 21st century education is contextual and needs to be founded in real life application. This means lessons, activities, resources, etc. have to be accessible and flexible, to provide immediate and relevant learning. Research shows that students are motivated and engaged in learning when they have their own digital device (iPad/tablet/net-book/laptop), as they take more ownership of their learning and can learn in more creative and authentic ways. Personalised digital devices are light and portable and provide students with access to a range of applications and software that will enable them to connect, create and collaborate.

With a personal digital device our students can:

- Learn anywhere, anytime
- Control and initiate their own learning
- Organise and plan their school life
- Instantly access information and resources on a needs basis
- Make flexible and fluid communications with teachers, family and each other
- Explore their creativity

All students, staff and community members must agree to the responsibilities and expectations set by the College before they can use their personal digital device on the College grounds, during College activities or connect it to the College's network.

Student Responsibilities and Expectations.

At school, students agree to:

- Use their personal digital device only for learning purposes as directed by their teacher
- Act responsibly and not use the device to find, create or share information that might be harmful, inappropriate or hurtful to themselves or others.
- Protect the privacy of others and never post private information about another person using SMS, MMS or any other messaging or social network software
- Not text, message, call, video-conference or use any other communication software during school hours unless instructed otherwise by their teacher
- Only take photos and record sound or video when it is part of a class or lesson and with the full knowledge and consent of those involved
- Seek expressed permission from individuals involved before publishing or sending photos, recordings or other media
- Take their personal digital device to all classes and ensure it is both charged and operational
- Utilise their personal digital device to communicate and share work with their teachers and learning communities via email and other digital learning management systems
- Use their personal digital device to regularly access learning materials and support via digital learning management systems (E.g. Google Apps)
- Adhere to the Mordialloc College Acceptable Use Policy and e-Safety Agreement, including all appendices, clauses and sub-clauses.
- Ensure all required applications and software as stipulated by the College are accessible/installed legally
- Seek support if unsure how to best utilise or manage their device
- Turn off any 3G/4G or similar capability and not tether their device to any such capable devices while at school or on school activities
- Take full responsibility for the security of their device, keep it safe and adhere to all College expectations and conditions if they use it during recess/lunchtime or before/after school
- Bring all required accessories, including headphones, stylus, etc., to class and use them only as instructed
- Keep their device on 'silent', unless using headphones and then only when instructed

At home, students will:

- Use their personal digital device to regularly access learning materials and support via digital learning management systems (E.g. Google Apps)
- Charge their device so it has enough power to operate in all classes and activities the following day
- Share learning projects and tasks with parents/guardians on a regular basis
- Back-up and store files via either cloud storage systems (Google Drive, iCloud, etc.) or personal storage devices (hard drives, etc.).
- Update software and applications on a regular basis so they are accessible and operational at school

STUDENT COPY

Please sign and retain this page for your own reference

Student Agreement

- I have read this Personal Digital Device Policy and the Mordialloc College Acceptable Use and e-Safety policies carefully (summary in College Planner).
- I will follow the e-Safety rules, instructions and practices whenever I use the College’s computer network, internet access, facilities and College ICT infrastructure, including access and use of a personal digital device (whether College or privately owned)
- I will take proper care of my personal digital device and other College ICT resources and be responsible for its safe storage
- I understand that I am personally responsible for my device and that the College is not responsible for its safe storage or any damage incurred or lost incurred while at school or on a school activity
- I acknowledge that if I am involved in any damage, loss or theft of ICT resources, my family may have responsibility for the cost of repairs or replacement
- I will keep a copy of this document somewhere safe so I can easily access it or refer to it in the future
- I will ask the relevant staff member if I am unsure of any element of this agreement or other College policies
- I understand that it is my sole responsibility to regularly backup my work and accept all consequences and implications of not doing so
- I will abide by copyright laws
- I understand that tampering with or allowing anyone other than myself or appointed College support technician to interfere or use my personal digital device may void the warranty

Name of Student:

Year Level:

Signature:

Date:

Parent/Guardian/Caregiver Agreement

- I have read this Personal Digital Device Policy and the Mordialloc College Acceptable Use and e-Safety policies carefully (summary in College Planner).
- I will ensure this agreement is signed by my student and by me, and is returned to the College
- I will encourage my student to follow the e-Safety rules, instructions and practices both at school and at home
- I will contact the College if there is any aspect of this agreement or other College policies I would like to discuss
- I will ensure my student understands and follows their legal responsibilities
- I understand that my student is fully responsible for their device and acknowledge the College is not responsible for any damage or loss incurred while at school or on a school activity
- I understand that tampering with or allowing anyone one other than my student or appointed College support technician to interfere or use my student’s personal digital device may void the warranty
- I will take an active role in understanding and supporting my student’s use of digital learning devices both at school and at home

Name:

Signature:

Date:

If you have any queries or concerns, please contact the Director of eLearning on 9580 1184. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parent-line 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

Please sign and return this page to the College

Student Agreement

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- I will take proper care of my personal digital device and other College ICT resources and be responsible for its safe storage
- I understand that I am personally responsible for my device and that the College is not responsible for its safe storage or any damage incurred or lost incurred while at school or on a school activity
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- I will ensure this agreement is signed by my student and by me, and is returned to the College
- I will encourage my student to follow the e-Safety rules, instructions and practices both at school and at home
- I will contact the College if there is any aspect of this agreement or other College policies I would like to discuss
- I will ensure my student understands and follows their legal responsibilities
- I understand that my student is fully responsible for their device and acknowledge the College is not responsible for any damage or loss incurred while at school or on a school activity
- I understand that tampering with or allowing anyone one other than my student or appointed College support technician to interfere or use my student’s personal digital device may void the warranty
- I will take an active role in understanding and supporting my student’s use of digital learning devices both at school and at home

Name:

Signature:

Date:

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