



INABURRA SCHOOL

Inaburra School Limited
ABN 51 617 812 558

TECHNOLOGY USE AGREEMENT

YEAR 5 - YEAR 12

INSTRUCTIONS CHECKLIST

- Please read this document carefully. If there are any points you would like to discuss with the School, please email TechAgreement@inaburra.nsw.edu.au
- Please read the supporting [Student Guidelines - Appropriate Use of ICT](#).
- Discuss both this *Technology Use Agreement* and the linked *Student Guidelines - Appropriate use of ICT* **with your child(ren)**.
- A separate [Acknowledgement Form](#) **must be completed** and signed by both the student and their parent/caregiver **for each child enrolled at the school**.

IMPORTANT TERMS USED IN THIS DOCUMENT

- (a) **'The Agreement'** refers to the Technology Use Agreement.
- (b) The abbreviation **'ICT'** in this document refers to the term 'Information and Communications Technology'.
- (c) **'Cyber Safety'** refers to the use of the Internet and all ICT equipment/devices in keeping with supporting a safe and supportive learning environment.
- (d) **'School ICT'** refers to the School's ICT network, wired and wireless (Wi-Fi) Internet access, computers, and all other School ICT equipment/devices as outlined in (e) below.
- (e) The term **'ICT equipment/devices'** used in this document, includes but is not limited to, computers (such as desktops and laptops), storage devices (such as USB and flash memory devices), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, smart watches, video and audio players/receivers, and any other, similar, technologies as they come into use.
- (f) **'Managed Devices'** refers to the school provided devices that students use for educational purposes. In most circumstances these devices are: Apple iPads, Chromebooks, Apple MacBook Air, Apple MacMini or Computer Room desktop devices.
- (g) **'Location Services'** refers to Apple's service that connects the device to Apple's services, enabling the localisation (i.e. this device is in Australia, or this device is in New Zealand, etc.).
- (h) **'School Community'** includes Teachers, Students, Staff, Tutors, Parents and Coaches.
- (i) **'Login'** refers to the username and password provided to each student by Inaburra School.

THIS TECHNOLOGY USE AGREEMENT APPLIES TO

- Users of the Inaburra network and all Inaburra School ICT equipment/devices whether on or off-site.
- All privately owned ICT equipment/devices that access the Inaburra network.

ABOUT THE AGREEMENT

- The measures outlined in this document are designed to ensure the safe use of technology across Inaburra School and are based on our core values, legislative and professional obligations. It is expected that students will be wise and discerning users of technology.
- All students will be issued with a **Technology Use Agreement**, and once signed consent has been returned to the School, students may use the School's ICT network and equipment/devices.
- The Agreement refers to information about obligations and the nature of possible consequences associated with unsafe use of technology, including breaches that undermine maintaining a safe and supportive learning environment.
- Inaburra School's ICT network, Internet access, computers and other School ICT equipment/devices are for educational purposes aligned with the School's ethos. This applies to all ICT equipment/devices regardless of ownership used on or off the school's site.
- The School will store limited history of internet use and filter the internet usage of students whilst at School. This is applicable to all devices that are brought to school and connected to the School's network. The School may, as needed, audit its computer network, internet access facilities, computers (including Managed Devices) and other School ICT equipment/devices. In addition, an audit may be required when there is an independent forensic audit to comply with government legislation or in response to a Police request or similar.
- The School recognises that Parent(s)/Caregiver(s) may feel the need to check the materials their child is accessing on their school-provided device. In these circumstances, Parent(s)/Caregiver(s) are expected to request their child to log into the computer for them and to not request the School to do so on their behalf.

DURATION OF AGREEMENT

- This agreement will remain in force for the duration of your child's enrolment. If it becomes necessary to amend any information or rules, Parent(s)/Caregiver(s) will be advised in writing.
- Upon departure from the school, at the end of the student's final day of learning, the managed device (laptop), charger, and cable are to be returned to the ICT Office (Room 317). Failure to return the device within two (2) weeks of the student's departure date may result in a charge to the Parent(s)/Caregiver(s) for the residual cost of the device to compensate the school.

YEAR 5 - 12 STUDENTS TECH AGREEMENT

As a responsible digital citizen at Inaburra, I will use technology safely, respectfully, and wisely.

1. Logins and Passwords

- I will only use my own Inaburra username and password.
- I will keep my password private (except from my parent/carer).
- If I think someone else knows my password, I will visit the ICT Office (Room 317) to change it.
- I will always log off when I'm finished, especially on shared computers.
- I will log in myself if my parent/carer wants to see my work or online activity.

2. Using my School Account

- I will only use my official school email account - username@inaburrastudents.nsw.edu.au - to access learning content and communicate to peers.

3. Using School Technology

- I understand that using Inaburra's technology is a **privilege**, not a right.

4. School Network and Monitoring

I am aware that:

- The school uses filters to block certain websites and protect myself and others online safety.
- My Internet activity is logged and monitored.
- My device's location can be tracked while on the school network.

5. Online Behaviour and Content

When I am online, either at school or at home, I will:

- Be respectful and responsible.
- Never access, download, or share anything illegal, explicit, violent, or offensive.
- Avoid anything that goes against the Christian values of Inaburra.
- Not try to bypass filters or use VPNs to get around restrictions.

6. If I see something inappropriate

If I accidentally find something I wasn't meant to see:

- I will not show anyone else.
- I will close or minimise the screen.
- I will tell a teacher immediately.

7. Mobile Phones

If I bring a mobile phone to school:

- It stays **off and in my bag** from **8:00am to 2:38pm**.
- I will only use it during school hours with teacher permission.
- After school, I may use it to contact my parent/carer after checking with my teacher.

8. Smart Watches

If I wear a smart watch to school:

- I will not use my smart watch except to read the date & time, between 8:00am and 2:38pm.

YEAR 5 - YEAR 12 STUDENTS TECH AGREEMENT (Continued)

9. Care and Repair of Devices

- I will not take decorate, deface, disassemble or damage school devices.
- I will charge* my device each evening, to ensure my device arrives fully charged each school day. My charger is to remain at home.

**Under exceptional circumstances, the device can be charged during recess or lunch in Room 317 (ICT Office).*

- I will handle devices carefully and not throw, drop, kick, etc the device.
- I understand that wilful damage may incur repair costs or full device replacement at my parent/ caregivers expense. See *damage categories and insurance gap fees on page 7.*

10. Software, Internet, and Copyright

- I may install my home printer or internet connection, but I will not change school settings.
- I will not delete or change school software.
- I will follow copyright laws and not download or share music, movies, games, or software without permission.

11. Sharing Personal Information

- I will ask my teacher before posting or sharing personal information (mine or someone else's).
- I understand that personal information includes things like names, photos, email addresses, birthdays, phone numbers, home details, etc.
- I will still seek permission before sharing anything about others, even if it's not "personal".

12. Respecting Technology

I will treat all school technology with care and respect by:

- Not disrupting or tampering with networks or settings.
- Reporting any damage or problems immediately.
- Only using devices for my own work.
- Keeping food and drinks away from equipment.
- Following my teacher's ICT instructions.

13. Privacy and Images

- I will not take or share photos or videos of anyone from Inaburra, at school, on the way to school, or at school events without permission.

14. Social Media and Group Chats

I will not use social media to:

- Bully, gossip about, or insult anyone from the Inaburra community.
- Post anything that could damage the reputation of Inaburra School.

15. Safe and kind online behaviour

- I will never use technology to threaten, harass, embarrass, or hurt others - even as a "joke."
- I understand that cyberbullying includes hurtful posts, messages, photos, or videos shared online or by phone.

YEAR 5 - YEAR 12 STUDENTS TECH AGREEMENT (Continued)

16. Consequences

If I break the rules outlined in this agreement, I understand that:

- My parents/caregivers will be informed.
- I may lose access to the Internet or school technology.
- I may face other disciplinary actions, including suspension.

17. Care and Respect of the ICT Systems

I will respect all ICT systems in use at Inaburra School and treat all ICT equipment/devices with care.

This includes:

- Not intentionally disrupting the running of the School ICT network or systems
- Not attempting to gain unauthorised access to any restricted areas of the network, or the personal data files of others
- Following all ICT Guidelines and the Technology Use Agreement
- Not misusing the ICT equipment/devices, and taking responsibility to report to a teacher immediately if I see other students doing this.
- Not interfering with computer settings and cabling as set by ICT staff
- Reporting any potential security problems to a staff member
- Immediately reporting any breakages/damage to my class teacher and the ICT team (Room 317)
- Obeying all computer classroom rules assigned by the teacher
- Only doing my own work on the computer/device, except in group work, with the other student's permission
- Keeping food or drink away from ICT equipment/devices.

18. Privacy Laws

I will obey the privacy laws surrounding the capturing and sharing of images and video.

Specifically, I will not:

- Capture photos or videos of members of the Inaburra School Community travelling to or from school, at school, or at Inaburra School-organised events.
- Post any such images or videos on any social networking and/or image/video sharing websites.

19. BYOT Devices Only

Personal devices using the School's BYOT network must follow all School guidelines, including the expectations to:

- Provide a personal devices that fulfils the published specifications of the School
- Have the device ready for use and fully charged each day
- Only use as directed by the teacher.

Please note: If illegal material or activities are involved, the School will be required to inform the Police.

YEAR 5 - 12 PARENTS/CAREGIVERS TECH AGREEMENT

I will support my child to be a responsible digital citizen at Inaburra, who will use technology safely, respectfully, and wisely.

1. I have discussed the Technology Use Agreement with all children under my care who attend Inaburra.
2. I will support (i.e. remind) my child/ren to charge their device each night, so that the device is ready for a full day of school.
3. I will encourage responsible use of ICT equipment/devices, including a focus on school-related activities and an avoidance of inappropriate behaviour/material.
4. I accept to cover the repair cost of the managed devices that are provided to all the children in my care who attend Inaburra.

Please note the following:

- Minor damage to the device and accessories is accepted, the School understands 'student life'. However, damage that impacts the operation of the device, such as a completely broken or significantly damaged screen or physical damage to the case, buttons/keys, etc. would be seen as a repair where Parent(s)/Caregiver(s) cover the cost of insurance gap fee, as per the table on page 7.
 - The determination of whether a device requires repair or is minor damage that does not require repair is guided by AppleCare+ Guidelines.
 - Parents/Caregivers must not take the device to an external repairer if it is damaged, rather they must notify the school immediately in order to have the device assessed by our Apple Authorised Repairers.
5. I will teach my child/ren about online safety, and what information is or isn't appropriate to share in various situations.
 6. I will teach my child/ren about physical device safety, such as taking care in carrying the device and keeping it away from food/drink.
 7. I will aim to create a home environment where my child/ren feel/s safe in reporting inappropriate online conduct, malware or other computer issues, etc.
 8. Where relevant, I will report inappropriate online behaviour to the school. This may include, but is not limited to: incidents of cyberbullying, inappropriate online conduct which may affect the School, or unsafe online behaviour which is not conducive to learning and may affect the wellbeing of the student/s.
 9. I will avoid contacting my child/ren during school hours, to aid in discouraging mobile phone and smart watch use, and direct any necessary contact via the School office (02 8525 2200).
 10. As per the Enrolment Contract, I agree to support the values and to abide by the rules and expectations of Inaburra as set out in the *Parent Code of Conduct* and note that my child/ren must do the same. I agree to support the School in the administration of the School's *Discipline Policy* and *Parent Code of Conduct*.

Note: [Damage categories and insurance gap fees are listed on following page.](#)

A separate [Acknowledgement Form](#) must be completed and signed by both the student and their parent/caregiver for each child enrolled at the school.

DAMAGE CATEGORIES AND INSURANCE GAP FEES

DAMAGE CATEGORY	GAP FEE (per claim)	DETAILS
Minor case or screen scratch	-	Acceptable 'student life' damage.
Major case or screen scratch	\$149	School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent.
Minor dent to case	-	Acceptable 'student life' damage.
Major dent to case	\$149	School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent.
Battery issue	\$0	No charge per claim
Button or key loose/lost	\$149	School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent.
Damaged port (USB-C/ MagSafe/AUX port)	\$429	School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent
Damaged screen (streaking, blurry, not working)	\$149 - \$429	Dependent upon the severity of the damage. School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent within this range.
Liquid damage (spill, etc.)	\$429	School will utilise AppleCare+ insurance to cover the bulk of the cost, with a gap fee reimbursed to the school from the parent.