Student Technology Agreement

Purpose

Aurora College is committed to supporting student learning experiences within a highly functioning environment. Our classrooms are reliant on a range of leading-edge technologies from devices to cloud services. We will work with Partner Schools to ensure students have access to suitable technology for Aurora College classes. The Student Technology Agreement outlines the rights and responsibilities of students in relation to use of technology in their Aurora College studies.

Scope

This document replaces both the Bring Your Own Device policy and the Technology Loan Agreement policy for Aurora College. Information in this agreement relates to a private or Aurora College provided device used in studies with Aurora College, and does not apply to any device provided by the Partner School.

Terms

School Device: refers to any technology loaned to students by Aurora College and used as part of their studies in the school environment.

Private Device: refers to any technology privately owned by the student and used as part of their studies in the school environment.

Partner School: refers to the school that the student physically attends.

NSW DoE: refers to the New South Wales Department of Education.

NSW DoE Policies

Students must be aware of the following NSW DoE policies:

Student use of digital devices and online services
(https://education.nsw.gov.au/policy-library/policies/pd-2020-0471)

The Aurora College Student Technology Agreement should be read in conjunction with the above policies.

Related Resources

The following resources have been provided by the NSW DoE for parents and students to understand technology use in schools:

Digital Citizenship
(https://www.digitalcitizenship.nsw.edu.au)

Agreement (Version 2021/01)

1. Application

1.1.   Students must accept and abide by the Partner School's BYOD and Technology policies. The Aurora College Student Technology Agreement applies only to formally time-tabled lesson periods where students are studying Aurora College classes. At all other times during the school day the Partner School policy takes precedence.

1.1.1.   If the Partner School does not have a BYOD policy in place, any school devices or private devices are to be kept in a secure location and not used except for Aurora College related work. A suitable location will need to be organised with the Partner School.

1.2.   Whilst in Aurora College lessons, students will use their devices exclusively for educational purposes. Activities such as downloading files not related to school-work, playing computer games, or watching movies is not permitted.

2. Purpose

2.1.   Private or school devices are not to be used to connect to the Aurora College virtual classroom. The Partner School is responsible for providing a suitable device for the purpose.

2.2.   Private or school devices are to be used as a supplemental learning tool, providing a platform for students to research, complete classwork and homework, and participate in group activities.

2.3.   School devices are available to students who do not have access to a private device. These devices are to be used to assist student learning both at school and home.

3. Bullying and Cyberbullying

3.1.   Students must be aware of the appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

3.2.   Students are responsible for all activities conducted online using private or school devices. All such activities must be conducted in accordance with the NSW DoE Student use of digital devices and online services policy.

3.3.   Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.

3.4.   Students must not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others in their community. This is unacceptable student behaviour known as cyberbullying and will not be tolerated. Any student who undertakes cyberbullying that disrupts the safety and/or well-being of the school will be subject to disciplinary action.

4. Safety and Environment

4.1.   Students are expected to bring their devices to school each day with a fully charged battery. Students will not have provision to charge devices at school. The use of power cords creates a Work, Health and Safety risk which could lead to injury for staff and students.

5. Intellectual Copyright

5.1. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

5.2. Students must ensure that all software installed on the device, including the operating system, is legally and appropriately licensed.

6. Security

6.1. Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by the DoE, Aurora College, or the Partner School.

6.2. Students must connect to the internet using the schools wireless network. This will require logging in through the DoE Student Portal. The use of mobile phones or portable hot-spots as a BYOD solution is not allowed.

6.3. Students must never reveal their passwords to another student for any purpose. This includes the DoE Student Portal password, and any other associated accounts used to connect to services on the DoE network.

6.4. Students must ensure that all applicable applications, updates, and service packs are installed in a timely manner.

6.5. Students must ensure that devices have installed an appropriate and up-to-date anti-virus software package.

6.6. Students are responsible for backing up all data securely. This should be in no less that two separate locations.

7. Private Devices

7.1. Damage or loss of equipment

7.1.1. Students must take full responsibility for their devices. Neither Aurora College nor the Partner School is responsible for the security of the device.

7.1.2. Students are responsible for the proper care of their personal devices, including any costs of repair, replacement or any modifications needed to use the device at school.

7.1.3. Students accept full responsibility for the care and use of their own devices. In particular, neither Aurora College nor the Partner School accepts any responsibility for theft or loss of the device, including parts and accessories. Private devices are not covered by the NSW Treasury Managed Fund and no reimbursement will be made for costs associated with device damage or loss for any reason. Families are encouraged to check the details of their personal insurance coverage for events such as loss or damage.

7.2. Support

7.2.1. Aurora College will provide limited technical support for private devices if the issue is directly related to student learning activities.

7.2.2. Aurora College will not provide support for warranty related hardware faults of private devices.

8. School Device Loans

8.1. Ownership

8.1.1. The school retains ownership of the device.

8.2. Access to loan devices

8.2.1. All students are entitled to request a school device on loan from Aurora College.

8.2.2. Access to a device on loan may be terminated if:
- there is damage caused by negligence, or
- the student does not bring the device as required to school, or
- the student does not return the device when requested by the due date, or
- at the discretion of the Aurora College Principal

8.2.3. All material on the device is subject to review by parents and school staff, both of the Partner School and Aurora College. If there is a police request, Aurora College, Partner Schools, and the NSW DoE will provide access to the device and personal network holdings associated with your use of the device.

8.3. Damage or loss of equipment

8.3.1. All school devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

8.3.2. All school devices are additionally covered by an Accidental Damage Insurance policy that limits the cost of non-warranty repairs to $100 (incl. GST) in approved cases. To submit a claim under the Accidental Damage Insurance policy, complete details on how the damage occurred must be provided to Aurora College.

8.3.3. Any problems, vandalism, damage, loss or theft of the device must be reported immediately to Aurora College through your Aurora College Coordinator.

8.3.4. In the case of suspected theft, a police report must be made by the family and an event number provided to Aurora College through your Aurora College Coordinator.

8.3.5. In the case of loss a witnessed statutory declaration signed by a parent/carer should be provided.

8.3.6. Devices that are damaged or lost, whether by neglect, abuse, malicious act, or any other means will require reimbursement. The Principal will determine:
- whether replacement is appropriate
- whether or not the student is responsible for repair or replacement costs
- whether or not the student retains access to device loans.

8.3.7. Students will be required to replace lost or damaged chargers and accessories.

Technical requirements for private devices

Any private devices seeking to access the NSW DoE environment must be compatible with the standards adhered to by the DoE. The following requirements outline the technical specifications necessary.

Mandatory

Wireless: Must have a 5Ghz 802.11n compatible wireless network card. Ensure the card specifically mentions the 5Ghz specification as the alternate 2.4Ghz specification is not supported.

Operating System: Windows 10 (or higher) for Microsoft devices. Mac OS X 10.9 or higher for Apple devices. Tablet operating systems, such as iPadOS or Android are not supported.

Storage: A minimum of 128Gb hard drive is required. Solid state drives are recommended, but not required.

Memory: A minimum of 4Gb of RAM is required. For best performance, 8Gb or more is recommended. This will allow for running multiple applications simultaneously with minimal issues.

**Screen Size:** A minimum of 10 inch screen size is required for Work Health and Safety concerns.

Recommended

Form Factor: Devices must have a dedicated hardware keyboard.

Battery Life: An advertised battery life of six hours is best for a school environment. Be aware that over time batteries will reduce in effectiveness and battery life will reduce. It may be necessary to purchase a second battery (if available) after the first year.

Insurance: It is recommended that devices be covered by the family contents insurance. You should check with your insurance provider to ensure that the device is specifically covered for damage and loss outside the home.

Warranty: A two year (minimum) warranty is recommended. Warranties are generally offered in Return To Base and On-Site. On-site warranties cost more, but bring the technicians to you to fix the device, meaning you are not without a device while it is being repaired. Depending on the device manufacturer this may not be available. Be aware that turn around times for repair may vary, depending on location.
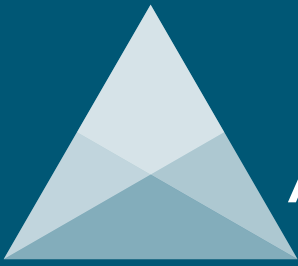
Student Technology Agreement

Device choice

Please indicate whether you wish to borrow a school device:

☐ YES! I wish to borrow a school device, and agree to abide by the loan conditions as outlined in this document

☐ NO! I will provide my own private device that meets all the requirements as outlined in this document

Agreement

By signing this agreement, you verify the following:

- I have read and understand the:
  - Aurora College Student Technology Agreement.
  - NSW DoE Student use of digital devices and online services.
- I understand my responsibilities regarding the use of the device.
- I understand that I accept responsibility for any costs associated with the repair or replacement of the device.
- I understand that failure to comply with the Student Technology Agreement could result in loss of future loan permission.

Name of Student: _____   Year: _____

Signature of Student: _____   Date: _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____   Date: _____

Please return this signed form to Aurora College via email at
auroracoll-h.school@det.nsw.edu.au