

Appropriate use of Technology Agreement (Laptop)

Instructions

- Students and Parents/Guardians please read and discuss all sections carefully.
- Sign the Appropriate Use of Technology Agreement Declaration at the end of this document.
- Return the declaration page to your campus. A digital copy will be available to students and parents.

Definitions

Laptop— is a personal computing device with screen, keyboard and computer combined in one unit that can run on rechargeable batter or 240v power. This device allows students to access ICT services connected to students to NT Christian Schools internet network to support and enhance student learning.

ICT - Information Communications Technology – digital technologies, systems and tools used to access digital and online resources and platforms to enhance learning and teaching processes. (May be called IT).

VPN – Virtual Private Network – a security app that support protected internet network connection.

Parent/Guardian Agreement Terms

As parent/guardian of a student participating in the School Laptop Loan program at school, I understand:

1. A student will not be provided access to a school Laptop or school ICT services until parents/guardians and student have read this agreement and signed and returned this agreement to the school.
2. I am to read and discuss these terms with my child.
3. The loan agreement will be for a set period of time that will be stated in the *Appropriate Use of Technology Agreement – Laptop Loan Declaration* section, (page 5). If an extension is needed on the loan, a new request must be submitted to the school administration and a new declaration signed.
4. Devices issued on loan as part of the School Laptop Loan Program are near 'end of life' and may have a slower working capacity.
5. The laptop must remain at school overnight, on weekends and school holidays as they are not a 'take home device'. Student's will need to access any online homework through family devices in the home and / or request a hardcopy of assessment and activity sheets from their teachers and use workbooks to capture their homework.
6. The laptop provided on loan to my child will always remain the property of NT Christian Schools. It must be returned immediately at the end of the *Loan Agreement Period*, when requested by the school or when my child ceases to be enrolled at the school.
7. If my child's laptop or accessories are lost, stolen, graffitied or damaged beyond what would reasonably be regarded as 'normal wear and tear', I will be responsible for the cost of repair or replacement. [Parents/guardians should consider purchasing insurance through their own provider].
8. When my child is issued a laptop on loan, they and their teacher will complete and sign a Condition Report that records the condition of the laptop on issue. The report will be kept on file.
9. If my child damages anyone else's device or property, including property of NT Christian Schools, parents named on the student's enrolment form will be liable for the repair or replacement costs.

10. The laptop will be provided to students with all required applications (Apps) to support their learning already installed. Students are not permitted to download additional Apps or access VPNs.
11. By agreeing for my child to be issued a laptop, I acknowledge they will have access to the internet via the school Wi-Fi network on campuses of NT Christian Schools and may be able to access the internet via private Hotspot or other access points whether at school, home or other locations.
12. While NT Christian Schools will take reasonable precautions to prevent online access to unsuitable material through the school Wi-Fi internet network, it cannot prevent or monitor access to unsuitable material when the internet is accessed at home, at other locations or via private Hotspot.
13. As the parent/guardian of a child, I have a duty of care to protect them from harm and to ensure they are properly supervised, this includes monitoring their use of technology and online activity. [Information and support can be accessed from [Parents | eSafety Commissioner](#) or [Protect your children online | Cyber.gov.au](#) or speak to your school].
14. As the laptop is a school-owned device and will be connected to school Wi-Fi networks and systems, students are expected to always comply with the terms and conditions of this agreement, school policies and classroom protocols relevant to the appropriate use and care of technology.

Student Agreement Terms

1. I cannot be issued a school laptop until my parent/guardian, and I have read this agreement and signed and returned this agreement to the school.
2. When I am issued a laptop, I will work with my teacher or IT team to complete the *Condition Report* straight away, which I will sign, and my school will keep on file.
3. The laptop must remain at school overnight, on weekends and school holidays as they are not a 'take home device'. I will need to access any online homework through family devices in the home and / or request hardcopy assessment and activity sheets from my teachers and use workbooks to capture my work.
4. I will protect and look after the laptop and any other accessories issued for the iPad.
 - a. I will not mistreat, graffiti or intentionally damage the laptop or the accessories in anyway.
 - b. I will keep the laptop and accessories dry and away from rain, water, food and drink.
 - c. I will not leave the laptop where it can be damaged, stolen or used by anyone else.
 - d. I will not remove the barcode or name sticker on the back of the laptop.
5. I will report any damage or issues with the laptop, or if it is lost or stolen to the school straight away.
6. If I lose or damage my device and accessories or damage in anyway another student's device or property, or any property belonging to NT Christian Schools, I and my parents will be liable for repair or replacement costs.
7. I will not tell anyone else my password (other than my teacher and my parent/guardian if they ask).
8. I will not lend my laptop to anyone else.
9. I will not borrow, use, mistreat or damage other people's devices.
10. I will follow all teacher directions including when to use my laptop,
11. I will save my work onto OneDrive to ensure it is secure and always accessible.
12. I will plug my laptop in to charge in the designated charging location determined by my school each afternoon, so it is ready for use the following day.

13. Before using the camera or audio recording functions on my laptop, I will seek permission from the teacher and people being photographed or recorded.
14. I will not use my device or another student's device to publish or share photographs, video or audio recordings to any online platform unless permission is given by the school.
15. I will not at any time use the laptop or school ICT services to:
 - a. upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke;
 - b. create, access, or attempt to access, inappropriate, age restricted, or objectionable material;
 - c. download, save or distribute inappropriate material by copying, storing, printing or showing it to other people;
16. If I accidentally access inappropriate material or believe some has been sent to me, I will:
 - a. not show others;
 - b. turn off the screen or minimize the window and
 - c. report the incident to a teacher immediately.
17. I understand safeguards are put in place for the protection of myself and others. I will not attempt to or use ICT to:
 - a. bypass security, monitoring and filtering or any other similar safeguards that are in place,
 - b. remove or disabling antivirus software.

NT Department of Education & Training Network Terms of Use

The following activities are not permitted on Wi-Fi, hotspot or other internet provisions of the Department of Education and Training, provided to students of NT Christian Schools:

1. Using ICT services in a manner that will result in personal or financial gain, including the soliciting or selling of personal goods or services.
18. Subscribing to ICT services without approval from the officer who has financial responsibility for the cost incurred.
19. Sending or forwarding SPAM or junk mail, unverified virus alerts, or chain letters.
20. Attempting to modify or remove ICT resources without proper authorisation.
21. Attempting to test or defeat any security safeguards established to protect systems and information unless authorised to do so.
22. Bypassing or attempting to bypass assigned resource limits, logon procedures or privileges.
23. Accessing or using ICT services, including another person's e-mail, Internet or telephone account, or information without proper authorisation.
24. Interfering with the access rights of others, either by technical means or by obtaining access codes or passwords of others.
25. Initiating or being party to any malicious activity directed towards internal or external ICT services.
26. Connecting any privately owned workstation or other network device to the NT Government network without appropriate authorisation.
27. Violating any copyright or software license agreement.
28. Disclosing or removing third-party proprietary information.

29. Viewing, accessing, sending or forwarding material that:

- a. Is of questionable ethics and morality, such as material which is designed to excite sexual desire or material depicting sexual activity,
- b. Is more than likely to demean or offend anyone on the basis of race, ethnicity, gender, or other personal attributes,
- c. promotes activity that is illegal in Australia,
- d. communicates, harasses or intimidates with material that is offensive or may give rise to civil or criminal liability.

Consequences for Breach of Appropriate use of Technology Agreement

If a student breaches or is suspected of breaching the terms of this agreement, they may lose their privilege to have the use of a laptop issued by NT Christian Schools and access ICT services at school for a duration of time or even permanently.

1. The laptop may be confiscated.
2. The student, their Parents /Guardians and teachers will be notified in writing:
 - a. that the student has lost their privilege to utilise ICT services or a device at school,
 - b. the reason(s) why,
 - c. the duration of the loss of privilege,
 - d. any required actions required before reinstatement of access to BYOD program.
30. Students will need to continue their schoolwork during this time using exercise books and work sheets.
31. If the school is aware of or suspects the student has created, stored or accessed illegal or reportable content on their device, the school will report to the appropriate authorities which may include surrendering the device to the police.

Appropriate use of Technology Agreement – Laptop Loan Declaration

Please complete the declaration below and return this signed page to your school reception, or email to your campus administration.:

Araluen Christian College: admin.acc@ntschoools.net

Nhulunbuy Christian College: admin.ncc@ntschoools.net

Gawa Christian School: admin.gcs@ntschoools.net

Palmerston Christian College: admin.pcc@ntschoools.net

Marrara Christian College: admin.mcc@ntschoools.net

Sattler Christian College: admin.scc@ntschoools.net

Please keep pages 1-4 for your reference. The Appropriate Use of Technology Agreement is available on NT Christian School's website.

Student Information		
First name:	Year level:	
Last name:	Campus:	
Loan Agreement period:		
Parent / Guardian Information		
First name:	Last name:	
Email:	Contact number:	
Acknowledgments		
<ul style="list-style-type: none"> I understand and agree to the terms stated in the <i>Appropriate Use of Technology Agreement - Laptop</i> to be participate in the School Laptop Loan Program. I understand a laptop and accessories will be issued on a loan arrangement from my school, allowing me to access ICT services on school networks to support my learning. I understand that inappropriate use of a laptop or school ICT services and deliberate breaches of the terms of this agreement may result in access restrictions to ICT facilities, the confiscation of my laptop, discipline actions by the school, and if required, reporting to police or external agencies. I understand that the laptop remains the property of the NT Christian Schools campus the student is enrolled. I understand that if an extension of the loan is needed, a new agreement must be completed. I understand that the loan laptop is near 'end of life' and may have a slower working capacity. I understand the laptop will remain at school and alternative arrangements need to be made to meet all homework requirements. I acknowledge that families are required to provide a device for student use, and we are seeking to meet this requirement by purchasing a device as soon as possible AND/OR we are working with the school in seeking fee assistance. 		
Signatures		
Student Name:	Signature	Date:
Parent Name:	Signature	Date:

Office Use Only	
Date application received:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No By:
Laptop ID:	
<input type="checkbox"/> Scanned copy saved to Student Compass profile in Chronicle > Student Documentation > Student Forms & Documentation	
<input type="checkbox"/> Pin until 1 week past end of Loan Agreement Period	