INTRODUCTION

Catholic College Sale's (the College) *Acceptable Use of Digital Technologies Policy* represents the College's expectations of students and all members of the community in promoting and supporting the safe and responsible use of digital technologies.

This User Agreement is an extension of the Policy. It is to be read, signed and observed at the time of enrolment by the parent, guardian or carer of every student at the College.

The Agreement aims to ensure that parents, guardians, or carers acknowledge that their child will comply with the expectations, rules, and conditions outlined in the Agreement. Likewise, the signed agreement of parents, guardians or carers is testament to their consent to the expectations and conditions outlined herein.

AGREEMENT

1.0 College digital technologies

When my child uses any digital technology at the College, they agree to:

- **1.1** Be a safe, responsible and ethical user whenever and wherever they use any device.
- **1.2** Support others by being respectful in how they communicate with them and never instigate and/or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- **1.3** Talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- **1.4** Seek to understand the terms and conditions of websites and online communities, and be aware that the content they upload or post is their digital footprint.
- **1.5** Protect their rights in accordance with the College's *Privacy Policy* and those of other students by not giving out personal details, including full names, telephone numbers, addresses, birth dates and/or images.
- **1.6** Use the internet for educational purposes and use the equipment properly, respectfully and within the College guidelines.
- **1.7** Abide by copyright laws when using content on websites.
- **1.8** Think critically about other users' intellectual property and how they use content posted on the internet.
- **1.9** Understand that plagiarism (presenting someone else's work as their own) is unacceptable and, as such, will make the appropriate references to others' work when required.
- **1.10** Respect the software licensing agreements of the College and the wider community.
- **1.11** Not interfere with College network security, the data of another user, or attempt to log into the College network with a username or password of another student or staff member.
- **1.12** Not reveal any password to anyone except the College ICT Systems Administrator.

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- **1.13** Not download or utilise any unauthorised programs, including games, or execute (run) and/or install on any device.
- **1.14** Not attempt to hide, obscure or delete their internet history.
- **1.15** Not use 'internet proxies' or 'anonymisers' to access content that the College has restricted.
- **1.16** Not attempt to access any area of the College network to which they have not been specifically granted access rights.
- **1.17** Not engage in excessive downloading/streaming of video and/or audio material that is not relevant to the curriculum.

2.0 Technology Devices – Portable Devices

- **2.1** They will install all College-mandated applications (apps) as required.
- **2.2** They will install and configure their College email account as per the instructions given to them.
- **2.3** They will not load/install or utilise any banned apps unless expressly instructed to do so by a teacher at this College.
- 2.4 They will immediately remove any applications from their device that do not meet the expected College values and behaviours. If instructed, they will provide their device to the teacher or ICT department for review.
- 2.5 They will not load, view or listen to material not appropriate to their age on a device; this includes music, video and other mixed content.
- 2.6 They will not interfere with another user's device in any way by setting lock codes, attempting to block access by repeatedly trying lock codes, logging in or signing onto another user's device with their credentials. They will not disclose or share their password with anybody unless requested by the ICT department.
- 2.7 They will not modify or "jailbreak" the operating system of their device or attempt to block or lock out administration or ICT staff from accessing their device.
- **2.8** They understand that the College cannot guarantee the storage space, integrity and/or recoverability from backup of any material stored.
- **2.9** They will report to the appropriate teacher or staff member incidents of improper use (non-intentional or otherwise) and cyberbullying.

3.0 Technology Devices – Digital Audio Players

- **3.1** They will only use Digital Audio Players for educational purposes and during College hours with the permission of the teacher in charge.
- **3.2** They will ensure that the volume of the Digital Audio Player does not interfere with or impact other students' learning.

4.0 Technology Devices - Mobile Phones

4.1 Please refer to the College's *Mobile Phone Policy*.

5.0 Student Email

They agree to:

- use email in a responsible and educational manner;
- use email in classes when expressly permitted to do so by the teacher;

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- not make use of email addresses and/or email accounts that have not specifically been issued to them for use by the College;
- refrain from using the College email systems to:
 - send offensive language and/or material;
 - bully or intimidate other persons;
 - cheat on assessment tasks;
 - o use College emails as a form of personal non-education chat or message services.

6.0 Portable Devices

- **6.1 Ownership:** Any portable devices that the College has provided to the student will remain the property of the College. The student shall not at any time loan, assign, give away, dispose of, or negate the College's ownership of the Portable Device.
- **6.2 Purpose:** Loan of the Portable Device is for the exclusive use of the student in support of their learning.
- **6.3 College policies**: The student agrees to fully support the College in the implementation of rules, policies, and procedures relating to student use of Portable Wireless Devices as documented in this document, on the College Website, the Student Planner, and other places from time to time.
- **6.4 BYOSD**: The student will only use devices as specified on the College website for the BYOSD program that is relevant to their year level. Any devices that do not meet the requirements will not be connected to the College network.

7.0 Portable Device Repairs and Replacements

- **7.1** All College-owned Portable Device repairs/replacements must be arranged through the College ICT help desk immediately in the event of a malfunction, or damage/loss of the Portable Device or an accessory thereof.
- **7.2** College-owned Portable Device Warranty repairs/replacements shall be undertaken by the College. Family-owned Portable Device warranty repairs/replacements shall be undertaken by the parent, guardian or carer.
- 7.3 Parents, Guardians or Carers will be solely responsible for all non-warranty repairs on College-owned devices and will be invoiced at the cost price of the repair to the College. However, in the event that the device is lost or stolen, parents, guardians or carers shall bear the full replacement cost of the Portable Device. All expenses related to the repair and/or replacement of family-owned devices are payable by the parent, guardian or carer.
- 7.4 When attempting to rectify any Portable Device hardware or software issues, the ICT help desk may need to restore your Portable Device to factory settings. This will clear all data and applications (Apps) from the Portable Device. Students should regularly back up their data using a 'cloud' storage facility, and where possible, synchronise and back up important data to their home computer.
- 7.5 The student may be required to return the Portable Device to the College ICT help desk or College Library during or at the end of the College day for short-term loans. Please note that all data may be deleted from the device, and students should regularly back up their data onto the cloud.

8.0 Portable Device Insurance

8.1 The College does not insure the Portable Device for loss, damage or theft. Loss, theft, or damage of the Portable Device must be reported to the student's pastoral teacher and the College ICT help desk immediately upon occurrence. Arrangements will be

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made with the student and their family for subsequent replacement of the device, and they will be charged accordingly. It is recommended that the parent, guardian or carer adequately insure family-owned devices.

8.2 The College has no insurance coverage for family-owned portable devices, and it is recommended that the parent, guardian or carer adequately insure these.

9.0 Indemnity of the College

9.1 The College is not responsible in any way. It shall not be liable for any loss, direct, consequential, accidental or otherwise, for damage to any technology device or the data contained therein.

10.0 Breach of Agreement

The consequences of breaching the College rules relating to Digital Technology and Portable Devices may include, but are not limited to the following;

- · removal of internet access privileges;
- removal of the use of a student's BYOD device at school for a specified amount of time;
- confiscation of the device for a specified amount of time;
- detention or suspension from the College;
- referral to College Wellbeing Support Officers;
- meeting with parents, guardians or carers, Principal or delegate;
- referral to the Police or other authorities if required.

11.0 Google Workspace for Education

11.1 At the College, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more, used by tens of millions of students and teachers around the world. At the College, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills.

The notice below (11.2) provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use students' personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully and let us know if you have any questions.

Signing the Digital Technologies User Agreement implies that you've read the notice and give your consent.

I give permission for Catholic College Sale Ltd. to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

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ACKNOWLEDGEMENT OF AGREEMENT

Parent, Guardian or Carer

I have read and understood all matters contained in the Digital Technologies User Agreement and consent to its conditions.

Student Name:	
Parent, Guardian or Carer Name:	
-	
Signature:	
Date:	

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Google Information

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html)

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chrome Sync
- Google Vault
- Groups for Business
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- YouTube
- Google Maps
- Google Earth

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account and authorises the disclosure of data, as requested by the third-party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education privacy.html. You should review this information in its entirety, but below are answers to some common questions:

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What personal information does Google collect?

When creating a student account, Catholic College Sale Ltd. may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services:

This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting
 with content, people with whom your student communicates or shares content, and other
 details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your students' settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your students' apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support
- The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:
- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on thirdparty sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your students' apps, browsers, and devices described above in the core services section.
- location information. Google collects information about your students' locations as
 determined by various technologies, including GPS, IP address, sensor data from their
 devices, and information about nearby devices, such as Wi-Fi access points, cell towers,
 and Bluetooth-enabled devices. The types of location data we collect depend in part on
 your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide

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personalised services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use students' personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalised ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organisation's Workspace account) will have access to your students' information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent, Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our <u>Google Privacy Policy</u>, the <u>Google Cloud Privacy Notice</u>, and any other appropriate confidentiality and security measures.

For legal reasons, Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

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What choices do I have as a parent, guardian or carer?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the College If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely.

You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the College.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review:

the: Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/),

the <u>Google Workspace for Education Privacy Notice</u>(at https://workspace.google.com/terms/education_privacy.html),

and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/),

and the <u>Google Cloud Privacy Notice</u> at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under <u>Google</u> Workspace for Education Agreement

(at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).

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