



Heritage College Sydney

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TECHNOLOGY - STUDENT USE POLICY & PROCEDURES

POLICY

Christadelphian Heritage College Sydney (CHCS) permits the use of technology by students within reasonable and safe parameters and with parental permission. We aim to reduce the possibility of improper use of technology during the school day or at school functions, excursions or camps.

PROCEDURE

1. Parents/caregivers of students who feel it warranted and desirable for their child to bring and use technology must complete a written request undertaking to abide by the College guidelines included in this policy and listed on the Technology Permission form.
2. The carrying of technology is a privilege not a right and therefore only occurs when the Principal approves the written agreement signed by both parent/care giver and the student. Forms can be obtained from the Office.
3. The parent/care giver and the student must ensure that there is no inappropriate material on the device. This means there is to be no racist, violent, blasphemous, sexual or other offensive or damaging material, anything that is a breach of copyright law or having a classification rating that is inappropriate for the age of the student.
4. Unless permission is sought and given by a staff member, the technology is to be turned off as the student enters the College grounds and will not be turned on until the student leaves the College grounds at the end of the school day. This includes excursions and camps.
5. The technology is the responsibility of the student. CHCS will not accept responsibility for the technology if it is damaged or lost.
6. The College has the right to cancel the agreement if any of the terms are not being met. If a student breaches the conditions or is using technology without an agreement it will be confiscated and parent/care giver contacted.
7. The principles outlined in the agreement also apply to students using other students' technology. A student is not to lend their device to other students unless they have received permission from a supervising staff member.
8. The above principles apply to other College activities such as excursions, outings, concerts, camps and such like. Permission for use on such occasions may be included on the permission note for that activity. Permission would be limited to that activity.
9. All electronic devices that are to be powered/charged at school must be tagged and registered on CHCS's register. Access to power may be limited and students must be aware of safety of cords when plugging in devices.
10. Files and software applications not explicitly required for academic work may not be used during class times, study periods or breaks. Headphones may not be used during these times unless there is a specific legitimate purpose.
11. Students should only access the CHCS network using their own personal credentials and not attempt to use another person's account or attempt to gain access to restricted network resources.
12. Students are not to hotspot or share data.

Network access and communication is monitored and logged. The IT manager and Principal reserves the right to access these logs at any time to monitor students' usage. Students must also have the School Zone App installed on their device at all times.



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TECHNOLOGY PERMISSION

Dear Principal

I request that my child _____ be permitted to have in their possession:

Mobile Phone

Make/Model	Phone No	Reason for request

Other Technology

Type	Make/Model	Reason for request

If the request is approved, we agree that:

- Christadelphian Heritage College Sydney is not liable for any loss or damage to the approved device;
- All technological devices will be turned off at all times whilst on College grounds unless permission is sought and given by a staff member;
- No inappropriate material will be stored or transmitted on the technological device i.e. racist, violent, breach of copyright etc;
- Students must not share material without prior permission of parents and supervising staff member;
- No other student is permitted to use the technological device, hotspot or share data;
- The College can withdraw this privilege at any time for non-compliance of any of the above, and the device confiscated;
- The office must be contacted if there is a change to any of the above information;
- Any additional permission for use of technological devices outside this agreement will need to be presented in writing to the Principal for consideration.

- I have read and agree to the terms of the *Technology - Student Use Policy & Procedures* policy
- I have discussed these terms with my child; and
- The student has read and agrees to the terms of this permission.

The office must be contacted if there is a change to any of the above information;

Any additional permission for use of technological devices outside this agreement will need to be presented in writing to the Principal for consideration.

Student's signature

Parent/Guardian's signature

<i>Office use only</i>		
_____ <i>Principal</i>	_____ <i>IT Manager</i>	Date: _____