

The Queensland Academies Creative Industries Campus BYOD User Agreement 2016

The Queensland Academy for Creative Industries has a Bring Your Own Device (BYOD) program for all students. For the BYOD laptop program to successfully support teaching and learning in the Academy context it is important that Parents /Guardians and Students agree to the following conditions:

- That only Apple devices listed in the BYOD 2016 Guide for Parents 'Minimum specifications list' (page 3), are permitted to be used in the Queensland Academy for Creative Industries BYOD program. The Academy has selected the Apple devices as those most suitable for the Academy teaching and learning context.
- That the "Apps" published in the Apps list on the Academy BYOD website page must be purchased and installed on the device prior to the beginning of the school year. The school retains the right to add or request additional apps for the device as deemed necessary for classroom outcomes. Anti-virus software is mandatory at the Academy.
- That Parents/Guardians contribute to the cost of DETE applications and Laptop IT Support services through payment of the Academy 'ICT Costs and Levies' annual fee.
- That access to DETE software will cease on exit and the laptop will be submitted to the Academy ICT Help Desk prior to exit for program removal.
- That all damages, breakages, loss and theft are the responsibility of the owner of the device. Parent/Guardians are encouraged to take out appropriate insurance. Any damage, breakages, loss and theft should be reported to the Academy. It is highly recommended that the 3-year Apple Care laptop warranty is purchased to cover hardware issues for the duration of enrolment at the Academy.
- That the device while in the school is used for appropriate educational activities. At the discretion of the Principal, the student may have access limited to their device while at the Academy for confirmed inappropriate use of the device or for such use that brings the school into disrepute. In this case an Academy 'hot swap' device (without student administration rights activated) may, at the direction of the principal, be borrowed on a daily basis to be returned at the end of each day.
- Parents/Guardians and Students must present the BYOD laptop and access passwords to the Principal, Deputy Principal or Principal Delegate when instructed, to facilitate investigation of any alleged, or otherwise, misuse of the device in the school environment.
- Parents/Guardians are advised to purchase a quality cover and carry case as designated in the 'Minimum Specifications- required accessories (page 2), for the selected device.
- Where there has been deliberate damage to a device by another student, the school's Responsible Behaviour Plan will be used to determine consequences for the students involved in any such incident. Parents/Guardians of students involved in any such incident will be put in touch with each other in order for them to determine appropriate remediation.
- That my/our student has read the health and safety guidelines, provided by the Education Department, for laptop use. (Link available on the Academy BYOD page).
<http://education.qld.gov.au/smartclassrooms/users/parents/ergonomics.html>

I (Parent/Guardian full name) _____ of student,
_____ agree to abide by the the above conditions as well as those outlined in the attached Queensland Academy for Creative Industries Information and Communication Technologies Agreement 2016. My/our student has read and signed this Agreement.

Parent/Guardian Signature _____ Date _____

INFORMATION AND COMMUNICATION TECHNOLOGIES AGREEMENT 2016

1. The Academy's Internet and email accounts exist to provide access to curriculum-related information. These accounts should not be used to access material that is unrelated to the Academy curriculum. Personal emails accounts should not be used for Academy communications and Academy email communications must be checked daily. Education Queensland network account and/or laptop login details should not be divulged to others. Students should not use another student's account details to access Information & Communication Technology facilities or mobile devices.
2. The Principal or Principal delegate may access a student's email inbox and laptop files if inappropriate use is suspected. Non-approved programs (including but not limited to, games, movies and music) are not to be downloaded or saved onto the Academy network, student laptops or run from external media. Additionally, Academy Education Site-licensed programs or Adobe software must not be used for commercial gain. Music, game and video files may be deleted on site if the student cannot supply proof of ownership. Parents will be notified prior to such action.
3. Publications dealing with pornography or extreme violence are not permitted at the Academy. Students must not use the Internet or email to access or share unacceptable material and should report receipt of such material immediately to Academy staff.
4. Copyright law states that it is illegal to copy and/or distribute an author's work without acknowledgment. Students should acknowledge the source of any work accessed online in preparation of assignments. Online source material utilised in assignments must be cited appropriately using the Academy Referencing Standard. ICT devices used onsite at the Academy must not be used to download, store or transfer material which does not have copyright clearance. This includes but is not limited to, the use of peer-to-peer (P2P) and online storage facilities, music, games and video.
5. Academy students should not engage in improper use of telecommunications services. The 1995 Commonwealth Criminal Code Act states that: 'A person is guilty of an offence if: (a) the person uses a carriage service; and (b) the person does so in a way (whether by the method of use or the content of a communication, or both) that reasonable persons would regard as being, in all the circumstances, menacing, harassing or offensive.' (<https://www.comlaw.gov.au/Details/C2006C00305>) Having read the above statement on Improper Use of Telecommunications Services, students agree that in all online communication they will be respectful and use appropriate written expression. Detailed guidelines are published in the Academy Responsible Behaviour Plan.
6. Students should not use a personal mobile broadband device within the Academy as this may bypass the Education Department filtering system or compromise security of the Academy network. Students should ensure their laptop remains visible on the network at all times when accessing internet sources.
7. An external hard drive (which will remain off site) and Time Machine program should be utilised to regularly backup and store personal data. The Academy is not required to retrieve data, which has not been backed up appropriately.
8. Students should protect the laptop through daily use of a hard case shell and laptop sleeve of the type and colour designated in the 2016 BYOD Guide for Prospective Parents and Students.
9. Consequences of violation of this agreement will be determined in accordance with the Academy's Responsible Behaviour Plan for Students. This may include restricted access to the Academy network and withdrawal of permission to use a personally owned device at the Academy. In this case the student

may be supplied with an Academy loan device during the period of restricted access.

10. Access to Academy site-licenced programs will cease on exit and should not continue to be used unlicenced.

Signature to Information and Communication Technologies 2016 Agreement

I understand and agree to the conditions outlined in the Academy Student Information and Communication Technologies Agreement.

Student Name: _____ Year Level _____

Student Signature: _____ Date: _____

EXTERNAL USE OF ACADEMY ICT EQUIPMENT 2016

Students may borrow ICT equipment, as directed by their teacher, for external use. This may include, loan laptops, cameras, film equipment, iPADS and accessories. On receipt of loan equipment students are issued with an **Education Queensland EQ11 form** (which gives the specific and unique details for the individual item/s being borrowed), to be signed by the parent/guardian and student and returned to the Academy issuing Department by the next business day.

The EQ11 form indemnifies Education Queensland against financial cost for loss or damage of the loaned equipment. In signing this form, Parents/Guardians agree to replace the lost or damaged item. The Education Department does not provide insurance for loss or damage of school equipment.

(Indemnity clause wording from EQ11 Form)

“Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, **in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.**”

As it is impractical to wait for the return of the EQ11 form before loaning equipment, it is necessary for us to have an indication that parents/guardians are aware of and support the borrowing guidelines.

EXTERNAL USE OF SCHOOL ICT EQUIPMENT

- I agree that in the event my student borrows school equipment for offsite use, and it is lost, stolen or damaged, that I will bear the cost of repair or replacement of such equipment.
I understand my student will be issued with an EQ11 form to be signed by parent and student and returned at the time of borrowing.

OR

- I do not wish my student to borrow any school equipment for use offsite. If my student requires a loan laptop or other equipment, I understand that it must be used on site and returned to the IRC at the end of each day. A note will be made of this request in the Academy borrowing databases.

Parent/Guardian full name: _____

Parent/Guardian signature: _____

Student Full Name _____ Year Level _____

Date: _____

MICROSOFT OFFICE AND ADOBE INSTALLATION 2016 INSTALLATION AGREEMENT

As part of the Microsoft and Adobe Agreements with Education Queensland Schools, students are able to install the Microsoft Office Suite and Adobe Creative Cloud Master Collection on parent owned laptops for the duration of enrolment at the Academy. The programs will not be accessible after exit from the Academy unless transferring to another Education Queensland school which provides similar access to these programs. Students may not use the Adobe programs for commercial gain.

To indicate your acceptance of these conditions, parents are asked to sign and return the following agreement with the other included ICT forms. It is a requirement of Microsoft and Adobe Master Collection install that an agreement is held on site.

I _____(Parent/Guardian)
of

_____ (Student)

have read the conditions for the installation of Microsoft Office and Adobe software. I understand that on exit, that the Academy licence for these programs will no longer be accessible to the student. As a consequence I will ensure my student takes appropriate measure to back up associated files.

Parent/Guardian full name: _____

Parent/Guardian signature: _____

Date: _____