



John Paul College

## Notebook Program Parent Agreement

### Notebook Supply, Internet Access & Technology Usage Agreement

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This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Between John Paul College Limited CAN 010 160 371 (We / Us)

And \_\_\_\_\_ (You)  
(full name of responsible Parent/s or Guardian/s)

Of (Complete Home Street Address) \_\_\_\_\_  
\_\_\_\_\_

On behalf of \_\_\_\_\_  
(full name of student)

#### Background

The empowerment of students, teachers, parents and the community is the striking innovation that distinguishes John Paul College as a very real example of a 21st century learning community. This, blended with innovation in knowledge management, an unparalleled infrastructure and 24-hour access to an online student-centred curriculum has allowed the College to realise our simple vision – to create an anywhere, anytime school where parents, teachers and students are part of an interconnected learning community. In providing students with such opportunities, it is an expectation that the John Paul College computer network facilities, which include access to the Internet, are to be used in a responsible, ethical and legal manner and in accordance with the College educational aims and policies.

1. You have a child, (the Student) attending John Paul College (the College).
2. We rely on notebook computers to deliver many of our educational programmes to students, and each student is required to have a notebook computer supplied by Us which is compatible with our network.
3. This agreement sets out the basis on which the Student will be permitted to have access to a notebook computer, including a carry bag and any accessories provided with the notebook computer (the **Notebook**) supplied by Us, and to use specialised educational software specified by Us, in order to undertake educational studies at John Paul College (the **College**).
4. The Student will be required to sign a **yearly** declaration agreeing to abide by the College Notebook Program Supply, Internet Access and Technology Usage Policies. Access to Technology Services provided by the College is a privilege and not a right, the College reserves the right to take appropriate disciplinary actions

#### Notebook Supply Agreement

##### General

1. The College provides Students with access to a notebook computer in accordance with this parent/guardian agreement, while the Student is at the College.

## Control and Ownership of the Notebook

2. The Student's access to the Notebook is not an exclusive right. We, at all times, reserve the right to:
  - a. decide who uses the Notebook and the use to which the Notebook is put; and
  - b. recall the Notebook for any reason (including upgrading software, inspections, proactive warranty, operational performance and software checks, and ensuring that the Notebook is being used only for its proper use).
3. Ownership and control of the Notebook will always remain with the College, even though the Student has possession of the Notebook at the College or elsewhere. Nothing in this agreement, nor the delivery of the Notebook by Us, constitutes a transfer of ownership of the Notebook to the Student or You, or an agreement to transfer ownership, or imposes an obligation for, or confers a right to, transfer of ownership of the Notebook.

## Obligations of you and the Student

4. Ensure that the Notebook is kept in good working order and appearance, and not defaced, damaged or lost. To assist You:
  - a. We will, on request, arrange for warranty work to the Notebook; if accepted by the manufacturer/supplier, to be undertaken at no cost to You (but You must not allow any repair or maintenance work to be carried out on the Notebook without our prior written consent); and
  - b. We will also insure the Notebook. Should an insurance claim be made in respect of the Notebook and be accepted by the insurer, You will be charged an **excess**. If a claim is not accepted (for example for deliberate damage) You will have to meet our costs in repairing or replacing the Notebook (as well as ongoing hire charges for any replacement).
5. The Student is permitted to have and use the Notebook at the College, at home and at such other places as the College specifically approves.
6. The software loaded on the Notebook is licensed to the College. You must ensure that the software is not copied, deleted or transferred, for any reason at all, without our prior written consent.
7. You must ensure that:
  - a. only software authorised by the College is stored or otherwise loaded on to the Notebook; .
  - b. no illegal or illicit material or electronic data is stored or otherwise loaded on to the Notebook;
  - c. the Notebook is only used for the educational purposes of the Student;
  - d. the hardware case of the Notebook is not opened, and no additional hardware (including memory, video card, sound card, network card, modem or disk drive) is installed in the Notebook, without our written consent;
  - e. You and the Student take all steps that are reasonably necessary to prevent a virus from infecting the Notebook (such steps include monitoring any data that is downloaded from the Internet, or virus checking any memory sticks loaded into the Notebook).
8. If the notebook computer is to be taken out of Australia, You must first advise and obtain specific authorisation from the College and arrange appropriate supplementary insurance cover for the computer to the College's satisfaction.

## Notebook Problems and Insurance

9. You must immediately report to Us if the Notebook is lost, stolen or damaged. Notebooks are generally not covered under insurance when stolen from vehicles. Refer to the Techsphere handbook, available on the JPConnect site, for more details regarding Insurance cover for the notebook.

10. You should return the Notebook immediately to Us if either the hardware or software is faulty.
11. In the event of software problems, we will arrange a complete reload of the College image at no cost to You. It is the Student's responsibility to backup all necessary data. The College is not responsible for the loss of any data on the Notebook.

### **Return of Notebook**

12. When the Student leaves the College, there is no refund available of the notebook program fee for the term in which they leave, if they leave after the end of the first Week of that term.
13. You must return the Notebook in good condition and working order prior to the Student leaving the College at the end of their education there, or when we otherwise request.
14. Damaged, dirty or notebooks returned that are not in a re-saleable condition and with ALL components supplied in working and acceptable condition may incur charges to you. These charges may include repair, cleaning and refurbishment or replacement of the components.
15. Damage that may incur charges to You include cracks, dents, sticker marks/shadows, graffiti, heavy abrasions and any form of physical damage not considered normal wear and tear and therefore not covered by warranty.
16. Warranty repairs will not incur any charges to you.
17. Where the damage is caused by an accident or the notebook or components have been stolen, an insurance claim can be completed. For valid insurance claims you will be charged an excess only however if the claim is rejected (for example if the damage is determined to be deliberate or the theft is caused by negligent care), you may be charged the full cost of the repairs or the costs for a replacement notebook.
18. You will be charged the full value of a Notebook and / or any components that you fail to return to the College when requested or when leaving the College.

### **Further Information**

19. The student and Techsphere Handbooks are available on JPCconnect and from Techsphere, and contain additional information regarding the notebook computer such as insurance excesses, return conditions, notebook specifications, etc.

### **Internet Access and Technology Usage Agreement**

#### **General**

1. At John Paul College, staff take all reasonable measures to ensure that students use the computer network correctly. The College is committed to:
  - a. Providing learning experiences that maximise the benefit of the network and the Internet to enrich and enhance classroom practices;
  - b. Developing in students the relevant competencies to be effective and critical users of information and the relevant skills to use the Internet and other information communications technologies safely and responsibly;
  - c. Minimising the potential for inappropriate use of the network through the installation of appropriate filtering and monitoring systems; and
  - d. Teaching students the correct use of equipment and online etiquette including respecting the privacy of other students' work, email procedures and the need to keep information private.
2. We provide the student with a limited right to access the Internet while at the College campus in accordance with this agreement while the student is attending the College.

## **Purpose of Access**

Monitored access to the College network and the Internet is provided to the student for educational and research purposes that are consistent with the College's curriculum objectives. Use of the College's Network and Internet access is a privilege.

## **Responsible Use Policy**

1. In using the technology provided by and through the College, the student must:
  - a. Respect and protect the privacy of others. This includes:
    - i. Using only assigned accounts.
    - ii. Not viewing, using or copying passwords, data, or networks to which they are not authorised.
    - iii. Not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.
  - b. Respect and protect the integrity, availability, and security of all electronic resources. This includes:
    - i. Observing all network security practices.
    - ii. Not providing their password or access to the College network to another student or anyone outside the College.
    - iii. Not destroying or damaging data, networks, or other resources.
    - iv. Not installing any software onto the network without authorisation from Techsphere.
    - v. Not creating "peer to peer" networks or sharing their notebook's resources across the College network without express permission of a teacher or Techsphere.
    - vi. Not accessing any proxy sites that attempt to mask or hide their identity or network activity from the College's network security.
    - vii. Not hacking or attempting to gain unauthorised access to files or the network of any organisation or individual.
  - c. Respect and protect the intellectual property of others. This includes:
    - i. Not altering, moving or deleting files belonging to others.
    - ii. Not plagiarising, copying or presenting as their own, the work of others.
    - iii. Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission. Such games or music should be legally acquired. Students may be required to provide software licences or proof of music purchase for any installed items found on their notebook during inspections or servicing.
  - d. Respect and practise the principles of the College Code of Conduct. This includes:
    - i. Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
    - ii. Not accessing, downloading, sending or displaying offensive, abusive, racist, pornographic, sexist, obscene language or excessively violent material in any electronic communication.
    - iii. Not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate or illegal.
    - iv. Not sending spam, chain letters, or other mass unsolicited mailings.
    - v. Not accessing sites, applications or files during class time that are not relevant to the lesson.
    - vi. Accessing only appropriate sites. Inappropriate sites include, but are not limited to:

1. Sites that are illegal;
  2. Are pornographic or contain inappropriate or obscene sexual material;
  3. Advocate hate/violence;
  4. Contain discriminatory material; or
  5. Other inappropriate games or software.
- vii. Storing only up to 1GB of either music and/or games. If more than this is detected by the College, then the excess may be wiped immediately. Music is to be stored under the "My Music" folder and students are requested to create an accompanying "My Games" folder for the installation of games.
  - viii. Ensuring material on computers is age-appropriate as per the Government classification for movies and games.
  - ix. Not engaging in network gaming on the College network unless under the direction of a teacher.
- e. Respect and protect College equipment. This includes:
- i. Ensuring the student follows the care and protection instructions for notebooks and other College technology equipment.
  - ii. Not deliberately damaging or defacing computer and other technology equipment.
2. All of these policies and protocols (excluding the 1 GB music/games limit) apply to USB drives, external hard drives and other technology equipment brought into the College or connected to College provided equipment or network.

### **Cyber Safety**

3. In the case that the Student receives or accidentally accesses inappropriate material, the Student **MUST** immediately minimise the screen and inform the teacher. This includes any material which is offensive, abusive, racist, pornographic, sexist or excessively violent.
4. If the Student receives or knows or suspects another Student of receiving any harassing or threatening messages, or any other content that makes them feel uncomfortable, the Student must immediately inform a teacher.
5. The Student must **NEVER** give out their password to another student or any person outside the College. If the Student suspects or knows another student or a person outside the College has their password, they must inform a teacher and change their password immediately.

### **Breaches and Consequences**

6. Dependent upon the nature of the breach, a first offence in relation to breaking any of the above protocols could lead to suspension or expulsion (the Student's access to the Internet and other College provided Network and technology resources may also be restricted).
7. If games, images or videos depicting pornography at a significantly higher level than the appropriate age of the Student or child pornography i.e. depicting children below the age of 16, are detected an escalation to probational enrolment will be implemented at the very least. This will be determined by the Headmaster.
8. Consequences, along with possible restrictions to access to College provided technology, network resources and/or the Internet will include:
  - a. Detention
  - b. A second offence – three day suspension from school.
  - c. A third offence – probational enrolment.
  - d. Any further offence – expulsion.

9. Depending on the severity of the breach, a Student's access to the College provided technology, network and Internet may be:
  - a. Restricted including forced reduction in download speed and / or capacity from the Internet.
  - b. Limited to specific access times.

**Responsibility of Parents**

1. The proper use of information communications technology is the joint responsibility of students, parents and school staff. Parents and guardians should, therefore, share with the School the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. We recognise the necessity of close co-operation between the home and school in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values espoused by the home and the school are in harmony, and that parents support the school in maintaining acceptable standards of use.
2. Where there is more than one parent/guardian, You each accept full responsibility under this agreement.

**Parent / Guardian name** (please print)

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**Signature of Parent / Guardian**

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**Date**

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**Parent / Guardian name** (please print)

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**Signature of Parent / Guardian**

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**Date**

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