



Technology/Personal Technology Use Agreement

Zayed College for Girls provides students with access to Information Technology resources. These resources include, but are not limited to, network computers, iPads, iPods, cameras, online subscriptions, applications, programs and the Internet. Students may use these resources for class work, research, the preparation of assignments, communication, the development of skills, etc. Access to these resources is regarded as a **privilege not a right**.

In addition, students may bring and use their own technology (excluding mobile phones and connected wearables) for in class use in school. This should also be regarded as a **privilege not a right** and **misuse will result in the withdrawal of using personal devices**.

Students and parents should carefully read the technology expectations. Students should understand their responsibilities, and abide by the Technology Acceptable Use Agreement. This document will be supported and reinforced throughout the school. It will be reviewed at the beginning and throughout each academic year and when students join Zayed College for Girls.

Students who use technology should:

Respect Others: Be courteous and respectful to others at all times. Cyber-bullying is unacceptable. Ask before images and audio are recorded and use images and audio responsibly and respectfully.

Respect Yourself: Never give personal information about yourself online. Images on the internet are difficult to remove.

Respect Property: Treat all technology equipment with care.

Respect Staff: Use technology resources under the direction and supervision of ZCG staff.

Respect the Environment: Only print what you absolutely need (School work only)

Respect Network Security: Use only those areas of the network designated for students.

Respect Privacy: Never give your password to someone else, and never log-in under another user name.

Respect Copyright Laws: Always cite sources when using information, images, or other media. Plagiarism is unacceptable.

Respect Software Copyright Laws: Use software programs appropriately.

During class we want students focused on learning!

Mobile Phones

Students are not permitted to have mobile phones or connected wearables with them at any time. Whether in class, moving between classes and during intervals. If brought to school they must be handed into reception or the school Dean. **Other learning devices must be secured in the school bag or locker and must not be visible.**

These are our expectations with respect to the use of technology in our school. For the purpose of clarity during school students are expected to comply with these instructions during school times **and at school-sanctioned events.**

No recording of staff: Students must NOT capture, share or show images or videos of or record staff without permission.

No recording of students: Students must NOT capture, share or show images or videos of or make recordings of fellow students which may be considered an invasion of individual privacy or be capable of causing embarrassment or offence.

No offensive content: Students must NOT capture, share or show images or videos which are pornographic, illegal or offensive.

No harassment: Students must not use personal devices in any way to harass, intimidate or bully others in the form of taking photos, videos or sending inappropriate communications.

Any evidence of the above will be seen as a serious infringement of our School Behaviour Management Guidelines.

During exams connected devices are strictly forbidden.

During tests and exams, the use of personal connected devices is strictly forbidden. Students found with such devices will be considered to have seriously infringed our Agreement.

We want students to understand their responsibility for device security & safety.

It is the student's responsibility to ensure that any personal devices brought to school are secured during the school day or during any school activity. The school accepts no responsibility for the loss, theft or damage to any personal device.

Check-in to the reception or school Dean

Where students check-in devices at reception the school will log deposits and retrievals. Devices may only be returned to the device owner (or their parent or guardian).

We want to support students & parents in emergency situations

The school has a duty of care to keep students safe. Personal connected devices (eg. smartphones, iPods or wearables) must not be used to bypass school procedures with respect to school-parent contact.

Students wishing to speak to Parents or Guardians

Students must inform a teacher in the first instance if they wish to speak to their parents or guardians. Staff will determine whether permission can be granted.

In the event of illness or other urgent matter, the school office will manage contact with parents. Under no circumstances may students use devices to make their own arrangements to leave school.

Parents or guardians wishing to contact students:

Parents must use designated school/teacher contact points only. The school will actively pass on messages. Parents **may not call** students directly during school hours.

We want to be able to respond properly to breaches where a student behaves in an unproductive manner that interferes with the wellbeing safety or education opportunities to any other student.

Technology/Personal Technology Use Agreement is made available to students and Parents/guardians and is regularly referred to in communications and technology-related training.

Students are expected to follow this agreement and teacher instruction.

In exercising its duty of care and in support of this agreement the school may ask to inspect a student's personal device at any time where they suspect wrongdoing or inappropriate behaviour. Such inspecting includes asking access to content on the device.

If a student disregards this agreement then the following process will be implemented:

Stage 1 - First breach (Warning)

If a student does not follow the agreement or teacher instructions in class, the teacher will remind them of the expectations and direct the student to do what is expected.

Stage 2 - Second breach (Level 1)

If a student does not follow instruction, the teacher will ask the student to hand the device to the teacher for the remainder of the lesson. At the end of the lesson, the device would be returned to the student. At this point, a conversation would be held with the student about the issues associated with their device use, and any consequences would be managed by the teacher.

Stage 3 - Third breach or serious infringement

Where a student refuses to follow instructions outlined by the teacher or conducts a serious infringement (set out above) then level 2 or level 3 consequences will be implemented.

We want parents/guardians to be engaged in their children's technology use by reading and co-signing the Technology/Personal Technology Use Agreement.

Management Agreement

The School Principal has the responsibility to ensure that this agreement is implemented effectively.

Student Name _____

- I am aware of the school's Technology Acceptable Use Agreement with respect to Personal Devices.
- I understand that I may not use a personal device in class unless given permission by a teacher.
- I agree to keep my personal devices in my bag or locker and turned off during transition breaks.
- I will not use my personal devices to contact my parents/guardians during school hours without permission from a teacher.
- I will not record still or moving images or voices of students or teachers without permission from a teacher.
- I will not share, post or otherwise show recordings of still or moving images or voice recordings of students or teachers without the individual's permission.
- I will not access or generate inappropriate, illegal or offensive material. I will not use technology to harass, bully or make others feel uncomfortable.
- I will contact a staff member immediately if I witness something that is inappropriate or makes me uncomfortable.
- I understand that the school may ask to inspect my personal device including content where they suspect wrongdoing or inappropriate behaviour by me or another party.
- I understand that violation of this agreement may result in me having my personal devices removed, and/or consequences from the Behaviour Management Guidelines being implemented.

Parent Name _____

- I have discussed the school's personal devices and acceptable use agreement with my child.
- I will not call my child during school hours. I will use designated school contacts if necessary.
- I acknowledge that the school may ask to inspect my child's personal device including content where they suspect wrongdoing or inappropriate behaviour.
- I understand that violation of the agreement may result in my child having their personal devices removed, and/or consequences from the Behaviour Management Guidelines being implemented.

_____ Parent/ Guardian's signature

_____ Student's signature