



# Narrogin Senior High School

## Computer User Account and Electronic Devices Agreement

First name \_\_\_\_\_ Last name \_\_\_\_\_  
print clearly print clearly

Year (circle)      7      8      9      10      11      12      Form \_\_\_\_\_

*Narrogin Senior High School computers and student's personal digital media devices are to be used for educational purposes **only** whilst on the school site*

### Use of ICT and Electronic Devices at Narrogin Senior High School is subject to the following conditions:

- please refer to the Student Mobile Phone Policy in relation to mobile phones
- no food or drink is allowed near any computing resources
- your password is **NOT** to be disclosed to anyone, nor should you attempt to gain another students password or attempt to gain access to another students account
- any security issues must be immediately reported to a teacher
- all student computer activity is recorded by the Department of Education and can be monitored in real time
- applications, particularly those used to access Email and the Internet are to be used appropriately and legally (downloading or transmission of data depicting illegal drug cultivation or use, violence, profanity, intolerance, cults, militant extremism, gross depictions, nudity or pornography is inappropriate in most contexts)
- you may print only with your teacher's permission - charges may be levied for use of printers
- intentional and/or malicious damage to the computer equipment, network or furniture will attract severe consequences, such as suspension or possible replacement of equipment damaged, and any costs incurred by Narrogin SHS as a result may be charged to the offender's parent/carer/guardian
- the school takes no responsibility for the loss, theft or damage of electronic devices or accessories that are brought to school, or school-sponsored functions and activities off-site, either during or after school hours. We highly recommend that parents and students ensure that such items are adequately insured as personal property.
- all mobile devices must be switched off during class time unless the class teacher has given specific permission for their use. Receiving or sending any type of communication during class time will result in consequences. This will be applied regardless of who the phone call has been received by or from. Please remind parents and friends who might call, that it is inappropriate to make a call during class time and disrupt the learning of others in the room and you will be sanctioned under these circumstances, regardless. These parties need to contact Student Services.
- if you feel unwell and need to go home you must arrange this through Student Services. Under no circumstances may you use your mobile phone to contact home and make your own arrangements to leave school grounds.
- you will not be permitted to take any unapproved electronic device into a test or exam
- at all times you are expected to follow teacher instructions in regard to the use of electronic devices. The school, through its Duty of Care, can look at and download contents of electronic devices, for material that is in breach of school rules or content that is inappropriate. This includes mobile phones, laptops, CDs, DVDs, memory sticks and the like.

### **Commonwealth Legislation and Copyright**

Students and parents are notified, that under Section 85ZE of the Commonwealth Crimes Act, it states that a person shall not knowingly or recklessly:

- use a telecommunications service supplied by a carrier to menace or harass another person; or
- use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

The AMCOS/ARIA licence does not allow schools or school students to download music or sound recordings from the Internet, therefore the copying, for example, of MP3 files, which are available on the Internet or from CDs is not allowed.

***It is a criminal offence to use a mobile phone to menace, harass or offend another person. Students who use mobile phones to engage in personal attacks, harass another person, or post private information about another person using text messages or social media, or who take/send private photos or objectionable material will be suspended and may find the matter referred to the Police.***

**Breach of any of the aforementioned conditions will attract one or more of the following consequences:**

- confiscation of the device which will be left at Student Services (see below)
- loss of computing privileges for 1 week
- restricted access to the network for 1 week (access only to respective student folder)
- permanent loss of computing privileges for the rest of the term; and/or semester; and/or year for continued infringements of this policy
- parental contact and/or suspension
- restitution of costs associated with repairs to equipment; and/or
- police involvement and possible legal action

**Confiscation Processes for Mobile Devices**  
(including but not limited to: Tablets, Smart Watches etc)

**First Offence**

- The teacher requests the device from the student and places it in an ICT Device Envelope at Student Services. The student collects the device at the end of the school day. The student's name is recorded centrally on the Electronic Device Register and in the Student Activity log on SIS, and a letter is sent home informing parents/carers (Letter #1). The confirmation slip **must** be returned to school.

**Second Offence**

- The teacher requests the device from the student and places it at Student Services. The student's Parent/Caretaker **must** collect the device from Student Services. The student's name is recorded centrally on the Electronic Device Register and a letter is sent home informing parents/carers. (Letter #2) Following a second offence, the student will not bring the device to school for a period of 5 days.

**Third Offence**

- The teacher requests the device from the student and places it at Student Services. The student's name is recorded and a letter is sent home informing parents/carers. The Student Services Manager will send a Notice of Intention to Suspend. The parent/carer **must** collect the device from Student Services. This will result in the removal of the privilege to bring the electronic device onto school grounds for a period of 10 days.

**Refusal To Hand A Device To A Teacher**

- If at any time, the student refuses to hand over the device, the student's name is recorded centrally on the Electronic Device Register and a Notice of Intention to Suspend is sent to the parent/carer. The Student Services Manager will send a Notice of Intention to Suspend. This will result in the removal of the privilege to bring the electronic device onto school grounds for a period of 20 days.

I, \_\_\_\_\_, have read, understood and agree to abide by the above conditions.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Carer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_