Digital Citizenship Agreement
Between Parents/Care Givers and the College
Year 12, 2020

This agreement is between Tranby College, 90 Arpenteur Drive, Baldivis, 6171. WA

And…… (Parent/Guardian Name)

Of …….. (Address)

as Parent/Carer of ……. (Student Name)

This agreement is for the loan of a Tranby College Apple MacBook Air for use by the above named student. This arrangement does not include any agreement to transfer ownership of the goods at any stage.

This agreement will commence on the 16th December, 2019 and remain valid and in place for the duration of the student's enrolment at Tranby College or until the end of 2020.

The cost will be $550 p.a. and includes the cost of loaning the equipment, comprehensive insurance (refer to documentation from Protecsure), warranty on parts, labour and software. All costs will be charged to your school fee account, and payment will be due according to the agreed payments terms for the school fees account.

1. I acknowledge that I have read, understand and agree to the "Tranby College Cybersafety Policy" and the "Digital Citizenship Agreement" (attached).

2. I acknowledge that my son/daughter will have access during school hours to an Apple MacBook Air computer and agree to supervise my son/daughter's use and care of the MacBook Air after school hours accordance with the policy and procedures laid down by the College.

3. In the event that my son/daughter ceases to be enrolled at Tranby College I agree to return the MacBook Air to the College before the final day of attendance.

4. I acknowledge that the MacBook Air is a fragile and valuable device and that due care must be taken at all times to protect it from damage and to keep it secure, especially when transporting it between home and the College. This includes keeping it in the protective case when not in use.

5. The MacBook Air remains the property of the College. In the case of damage or malfunction, I agree to return the laptop and or charger to the College's ICT Department immediately. The College will then assess the cause of damage and, if appropriate, begin the repair process.

6. Where the College assesses the damage to have been caused by a breach of the Apple Care Warranty, any damage or repair costs will be referred for an insurance claim. I understand that I must complete an insurance claim form and return it to the I.T. Department along with the insurance excess payment of $150. In the event of the MacBook Air being lost or stolen I will notify the College immediately and provide a police report number along with the $150 insurance excess.

Student Name …….. Year 12

Parent/Guardian Name……. ….. Date: ……

Parent/Guardian Signature……...

Please return this form ON or BEFORE Monday 16th December, 2019 otherwise no laptop will be issued

Tranby College Internet Policies
For Off Campus Usage

These website categories are BLOCKED at ALL times:

Violence	**Illegal Drugs**	**Criminal Skills/Hacking**
Pornography/Sex	**Spam**	**Gambling**
Compromised/Infected	**Mature/Adult**	**Phishing/Fraud**
Dating	**Anonymizer**	**Spyware/Malicious**

Please select **ONE** box only

Option 1: OPEN ACCESS – Social Media, Internet Games and Webmail

☐ ALLOWED **7 DAYS A WEEK**

Option 2: Social Media and Internet Games

☐ BLOCKED during the week
ALLOWED weekend **Friday 4.00pm to Sunday 8.00pm**

Option 3: Social Media and Internet Games

☐ ALLOWED week days **Monday to Thursday 4:00pm to 8:00pm**
ALLOWED weekend **Friday 4:00pm to Sunday 8:00pm**

Option 4: Social Media, Internet Games and Webmail

☐ ALLOWED week days **Monday to Thursday 4:00pm to 8:00pm**
ALLOWED weekend **Friday 4:00pm to Sunday 8:00pm**

Option 5: Social Media, Internet Games and Webmail

☐ BLOCKED during the week
ALLOWED weekend **Friday 4.00pm to Sunday 8.00pm**

Option 6: Social Media, YouTube and Internet Games (Internet games does not take into account any games installed on the laptop)

☐ BLOCKED at all times

Option 7: No Internet

☐ BLOCKED at all times
This is the Default option if no form is returned by the due date

Student Name…….. Year 12

Parent/Guardian Name……. ….. Date: ……

Parent/Guardian Signature……...

Please return this form ON or BEFORE Monday 16th December, 2019 otherwise no laptop will be issued

Tranby College Senior School
Digital Citizenship Agreement

Looking After Yourself

- selecting suitable online names that you could use in professional or formal communications
- selecting strong passwords and changing these regularly. Recommendations are:
  - 8 characters or more
  - number and letters
  - special characters
  - upper and lower case
- protecting your passwords and not sharing these with anyone except a parent
- locking your computer
- managing your files by
  - using descriptive file names
  - creating and organising files into folders
- considering what personal information is made public. This can be on your social networking site, when you sign up to services or register software.
- only putting required information in online profiles. If you have questions on what information to include, consult a member of staff or a parent
- being cautious with whom you connect/friend/or share information with online
- making sure you do not arrange to meet with anyone who you first encountered online. If it is a virtual course where you are in a teacher supervised online community, you will still need the supervision of a teacher or parent when you first meet an online friend in the real world
- posting only material that portrays you in a positive light
- building positive relationships online, keeping these open and transparent, rather than secretive.
- considering carefully which images of yourself you publish
- keeping email addresses and personal details private
- considering carefully when and where you use your credit card details etc
- making sure if you stumble across something inappropriate online that you do not show others and report it to a teacher immediately.
- remembering anything you say online is public and usually permanent (consider your digital footprint)
- reporting any attacks or inappropriate behaviour directed at you
- acting with integrity and respect.

Looking After Others

- reporting abuse to appropriate authorities when you see it
- not flaming (writing hurtful or inflammatory messages and comments) or abusing people
- not forwarding junk mail, spam or inappropriate materials
- not visiting sites or storing materials on my device that are degrading or inappropriate (including violent, pornographic, homophobic, racist or xenophobic content)
- informing people appropriately when they have left open their profile, device or email etc
- not using anyone else's accounts, logins etc
- asking permission before taking or publishing images or content such as video that may contain details about other people
- respecting other people's rights to privacy and anonymity
- respecting the trust others have in you by protecting other people's email addresses, Skype addresses, digital identities and contact details
- acting with integrity and respect

Tranby College Senior School
Digital Citizenship Agreement

Looking After Property (Physical and Intellectual)

- looking after your hardware appropriately, carrying your laptop or mobile device in a bag or cover, securing it in a safe place and keeping it charged
- immediately reporting any damage, breakages or misuse of school devices to ICT Staff
- only customising my laptop or mobile device in a manner which is not permanent eg. you may add shell cases but you must not use permanent markers or stickers as these things leave permanent residue
- saving your work regularly
- backing up important data regularly (recommended minimum is weekly)
- ensuring that the external hard drive or cloud system is used for back-up is in good working order and if there is any issue, that you immediately seek assistance
- applying patches, updates and apps recommended by the school to your operating systems and software
- not attempting to circumvent the security protocols put in place on your device or
- services you access having an understanding of the rules and laws applying to:
  - Copyright (eg. Copyright Act 1998)
  - intellectual property
  - fair use
  - Creative Commons
- asking permission before using materials and respecting and upholding the owner's decision regarding this material
- not download or install non-educational games or software without the permission of a teacher
- only using software and media (eg. images, music, articles and video) with permission from the owner. This can be material made available under Creative Commons or the public domain or material purchased or created by you etc. In other words, there is to be no pirate content on your device
- not sharing my purchased media or software with others unless the license allows me to do this
- using free and open source alternative software and medias instead of pirating licensed or Copyright covered ones
- registering software and always considering what information needs to be provided to the software company
- reading the terms and conditions of any piece of software or online service and making sure there is an understanding that my information and details may be distributed and sold
- evaluating and validating all information sources
- citing my information sources using a suitable bibliography method
- giving credit to and acknowledging people and sources that have influenced my thinking or products
- acting with integrity and respect

Whilst I am a member of the Tranby College Community I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.