Digital Citizenship Agreement
Between Parents/Care Givers and the College
Year 4, 2020

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

And…… (Print/Guardian Name)

Of …….. (Address)

as Parent/Carer of ……... ……(Name of Student)

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 29th January 2020 and remain valid and in place for the duration of the student's enrolment at Tranby College or until the end of 2022.

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: 4

Parent/Guardian Name……. ….. Date: ……

Parent/Guardian Signature……...

This form must be returned ON or BEFORE Wednesday 29th January, 2020 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

Student Name ……. Year: 4

Parent/Guardian Name……. ….. Date: ……

Parent/Guardian Signature……...

This form must be returned ON or BEFORE Wednesday 29th January, 2020 otherwise no laptop will be issued

Tranby College Junior School
Digital Citizenship Agreement

Looking after me.

- I will only go to web pages which I know are OK
- I will only share pictures and stories about myself online with the permission of my parents
- I will talk to my parents and teacher about all of my online friends
- I will tell my teacher or parents if anyone is unkind to me online
- I will not share my passwords with anyone except my parents
- If someone tries to use my laptop or email I will report it to a teacher.

Looking after others.

- I will only say nice things about people
- I will not try to access anyone else's email or use their laptop
- I will ask before I share a picture or story about a person
- I will not send bulk/junk emails
- I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

Looking after stuff.

- I will not download or install non-educational games or software without the permission of a teacher.
- I will not download movies or music without checking with a teacher or parent.
- I will check that the information I get on the web is correct.
- I won't leave rude or unkind messages on other people's spaces or emails.
- I will report any damage immediately to my teacher or a member of the ICT Staff.

Whilst I am a member of the Tranby College Community I understand that getting to use a laptop for my learning is a privilege. If I do not follow these rules there will be consequences.