

Australian Islamic College of Sydney

Scheme for Laptop for Secondary School Students Participation Agreement



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years.

POLICY DATES

Implemented	December 2023	Reviewed	January 2025
Next Review Due		January 2026	
POLICY OWNER		POLICY APPROVER	
Mohammed Riaaz Ali PRINCIPAL		AICS Board	

PURPOSE

This agreement acknowledges the benefits, purpose and risks associated with one student to one dedicate laptop rollout scheme. The agreement must be signed and conditions of use accepted by both student and parent before the device will be allowed to join the AICS's network and to participate in the program. Parents/Guardians are responsible for appropriate Internet and other use by students both inside and outside of the school environment when using the school provided laptops and devices.

CONTROL OF DEVICE

- The school reserves the right to restrict student device access to the school's ICT facilities and devices if access and usage requirements are not met or are breached.
- The IT departments monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.
- The IT department may conduct security audits and scans and restrict or deny access to the department's ICT network by any personal device, if there is any suspicion that the integrity of the network might be at risk.

RESPONSIBILITIES OF STDUENTS/ PARENTS/ CAREGIVERS

- Parents and caregivers are responsible for appropriate internet use by students outside the school environment when using a school owned or provided devices.
- Students are responsible for the security, integrity of the school provided laptops
- All files are to be scanned using appropriate virus software before being downloaded to the school's ICT network.
- Student must follow any advice provided on security requirements e.g. password protection. Students/ parents and caregivers are to employ caution with the use of devices particularly as these devices can store of file types some of which may be not be acceptable at school. For example, games and other 'exe' files or executable file. Also, any facilitating software that can allow the software to be installed without the permission of the College or that which may start unwanted processes on the laptop.
- Any inappropriate material or unlicensed software should not be used as per college's Acceptable Usage policy. Unacceptable use will lead to the device being confiscated by school staff with its collection/return to occur at the end of the school day where the device is not required for further investigation.
- Students are responsible for charging the laptop every day and ensuring that it has 90% charge at the beginning of the day. College's ICT does not provide charging services in the campus.
- Students will care for his/her device at school, carry it appropriately to each class and ensure it is maintained appropriately.
- In the event the device is damaged, students will report the incident to their teacher or to the school IT department.

ACCEPTABLE USAGE AND APPROPRIATE BEHAVIOUR

While at the college a student can use the school provided devices for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication, and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work.
- accessing online references such as dictionaries, encyclopaedias, etc.

While at the college and using the laptop, a student must:

- be courteous, considerate and respectful of others when using a laptop.
- switch off the laptop and put it out of sight during classes and pay attention to the teacher and do as the teacher instruct him/her.
- seek teacher's approval where they wish to use a laptop/iPad under special circumstances.

It is unacceptable for students while at school to:

- use the laptop in an unlawful manner
- circumvent school network restrictions and other controls that are setup on the laptop
- use other network connections such as 3G/4G/5G or personal hotspot networks during school times
- download, distribute or publish offensive messages or pictures
- download, distribute or publish illegal or copyright infringing materials including pirated content
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher's directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use of laptop/iPad camera without the consent of the school, anywhere a normal camera would be considered inappropriate
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- take into or use laptop/iPad at exams or during class assessment unless expressly permitted by school employees. Unacceptable usage is subject to AICS 'Student Code

of Conduct'. If inappropriate usage of a personal device is identified, a teacher, ICT manager or head of campus reserves the right to apply an appropriate consequence.

AGREEMENT BY STUDENTS

I understand that if the school decides I have broken the rules for using its ICT facilities and my personal device, appropriate action may be taken as per the school's Acceptable Usage Policy, which may include loss of access to the network (including the internet) for a period or removal of my device from the school.

Student Name	Year/Class	Signature	Date
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AGREEMENT BY PARENTS AND CAREGIVERS

I accept my child will use the laptop appropriately as described by this agreement without exception.

I understand that the nature of the device being owned by my child invokes personal responsibilities to ensure the device is suitably maintained, protected and kept safely. I will endeavour to ensure the device is used for educational purposes at school and acknowledge that misuse and non-compliance of appropriate use can result in consequence

I have read and understood this participation agreement /guideline. I agree to abide by the above participation agreement /guideline and all the Policies and Rules of Australian Islamic College of Sydney.

Parent/ Caregiver Name	Signature	Date
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DEVICE SPECIFICATION

Following are the specification of the device (one only) I have received in faultless condition as part of my above agreement.

Device Make	
Device Model	
Serial Number	
Installed Memory	
Installed Hard disk	
Accessories:	1. Charger with power cables
	2.
	3.
	4.
	5.