

5-12 Technology Use Agreement

(Digital Technologies, Personal
Smart Devices, and AI Tools)



Beaconhills
College



Beaconhills College 5-12 Technology Use Agreement

Beaconhills College resources are provided to support teaching, learning, administration and communication. My use must align with College values, legal obligations, and the Digital Safety, Technology and Behaviour Governance Charter.

This agreement applies to all College-owned or College-managed devices, networks, software, platforms and online services; and any personal device connected to College networks or used for College activities.

This agreement is to be read in conjunction with the *Student Code of Conduct* and applies at all times during College programs.

This agreement is for:

- school computers, laptops, iPads, SMART Boards, cameras and learning apps
- school internet, intranet and email
- my own devices, including phones, smart watches, smart glasses and earbuds, if I bring them to school.

1. KEEPING MYSELF A SAFE ONLINE

I will:

- make smart decisions about what I watch, play and send, and ask my teacher or parents if I am unsure what is appropriate.
- remember that not everything I read, hear or see online is true, and think critically about information I encounter.
- keep my password or passcode private; I am accountable for actions taken with my user account.
- not speak to or meet someone who I met for the first time online.
- tell a trusted adult if anything makes me feel offended, upset or unsafe.

2. USING TECHNOLOGY, THE RIGHT WAY AT SCHOOL

(This includes laptops, tablets, phones, smartwatches, smart glasses, earbuds, gaming devices, and any other smart tech)

When I use technology at school, I agree to use it in ways that are safe, fair, and respectful.

2.1 I use technology for learning first

I will:

- use school technology for classwork, home learning, research, and learning activities
- only use it for personal things if a teacher says it's okay and it doesn't distract me or others.

Example:

Looking up information for an assignment = OK watching videos, gaming, or scrolling in class = Not OK unless a teacher allows it.



2.2 I treat people with respect online

I will:

- be kind and respectful in messages, comments, emails, group chats, and online games
- respect everyone's culture, background, religion, gender, and beliefs
- think before I post or send anything.

Example:

Jokes, insults, rumours, or sharing embarrassing photos or videos of someone = Not OK. If you wouldn't say it face-to-face, don't say it online.

2.3 I protect privacy – mine and others'

I will:

- keep my passwords private and never share them with friends
- never log into someone else's account or let anyone use mine
- not take photos, videos, or audio recordings of others without permission.

Example:

Logging into a friend's account "as a joke" = Not OK. Sharing screenshots of private messages = Not OK

2.4 I look after school devices

I will:

- take care of school laptops, tablets, chargers, and other equipment
- tell a teacher as soon as possible if something is lost, broken, or not working
- ensure the protection of my device by keeping it secure in a locked locker when not on my person
- bring my device to school each day and make sure it is charged.

Example:

Dropping a device or spilling water on it – report it straight away. Trying to hide damage usually makes things worse.

2.5 I respect other people's work

I will:

- not copy and paste work from the internet and pretend it's mine
- credit where information, images, music, or videos come from
- take every measure to ensure that I do not violate copyright laws
- use AI tools only if my teacher says I can, following the College GenAI Guidelines and AI Assessment Scale, and acknowledge any and all use of AI for my work.

Example:

Using someone else's work without permission or credit = Not OK Getting AI to do your assignment for you = Not OK



2.6 I follow staff instructions about devices

I will:

- follow teacher instructions about when and how devices can be used
- put devices away when asked – including phones, earbuds, smartwatches, and smart glasses.

Example:

Using smart glasses or earbuds during a test or lesson = Not OK

2.7 I don't use school technology to make money or run businesses

I will:

- not use school internet or devices to buy, sell, gamble, promote businesses, or make money for myself or others.

Example:

Selling items, promoting social media accounts, or running online businesses using school tech = Not OK

If I'm unsure

If I'm not sure whether something is allowed, I will:

- ask a teacher first
- choose the safe and respectful option.

Using technology the right way helps keep everyone safe, included, and able to learn.

I must not:

- attempt to bypass College security controls, filters or monitoring using a VPN or personal hotspot
- access, create, store or transmit material that is illegal, highly offensive, violent, untrue or includes nudity or any explicit, defamatory, discriminatory, or otherwise inconsistent with College values
- use ICT resources to bully, harass, threaten, defame or vilify any person
- download or install unauthorised software, applications or browser extensions
- create, copy or post a virus or malware or damage the network
- use the Beaconhills logo without permission, within the College or for external purposes
- use platforms or apps that are not appropriate for my age – I recognise that there are social media delays in place for children under 16.

3. KEEPING A HEALTHY BALANCE

I will:

- help my parents set appropriate time limits for technology use, and I will follow them as agreed
- recognise that my wellbeing is more important than anything else.



4. SMARTPHONES AND PERSONAL SMART DEVICES

This policy covers phones, smart watches/glasses, fitness trackers with messaging, tablets/laptops not in a College program, and wireless earphones.

Possession and storage

- during the school day, my phone/personal smart device must be switched off or in an approved school focus mode and kept out of sight in my locker or another designated storage location, unless an approved exception applies.
- smart watches must have all notifications switched off.

Use during the school day

I must not use personal smartphones/devices during class time, recess, assemblies or other College activities, except:

- when a teacher authorises use for a specific learning activity; or
- where a documented reasonable adjustment exists for a health, disability or wellbeing need; or
- in an emergency situation at the direction of staff.

Filming, recording and privacy

- I must not photograph, film or record other students, staff or visitors.
- I must not upload or share images, videos or recordings from College activities that could reasonably cause harm, distress or reputational damage (including manipulated content such as “deepfakes”).

Transport and after-hours events

- Reasonable, supervised use of personal devices on transport or at after-hours events may be permitted at staff discretion, subject to respectful behaviour and safety considerations.

Exceptions and adjustments

- Any exception (e.g., health monitoring, disability supports, wellbeing needs, caring responsibilities) must be authorised by the relevant Head of Section/School (or delegate) and documented, including any conditions on times/modes of access.

5. AI TOOLS

AI tools may be used to support learning where permitted, but must be used safely, ethically and in line with College expectations. I will follow the College GenAI Guidelines and use AI resources only when indicated by my teacher through the AI Assessment Scale, acknowledging any and all use of AI for my work.

Permitted uses (College-approved tools only)

I may use College-approved AI tools to:

- generate ideas for learning tasks and study,
- draft or refine work (where I then review and edit), and/or
- summarise or reorganise information for my own learning.

**Safeguards – I must:**

- carefully review and edit AI outputs before using them for learning, submitting work, or sharing with others
- avoid entering identifiable student or staff information (including text, images and voice recordings), or other sensitive data, into external or consumer AI tools unless that tool has been assessed and approved by the College for that purpose
- use AI technology with academic integrity
- not rely solely on AI outputs for important judgements about wellbeing, discipline, or decisions affecting others.

Prohibited uses – I must not use AI to:

- create content that is discriminatory, offensive or harmful;
- monitor or profile other students or staff in a covert or intrusive manner; or
- bypass approved processes or systems for recordkeeping, assessment or reporting by relying on AI tools.

6. MONITORING AND PRIVACY

I understand the College may monitor the use of College ICT resources (including internet usage and email) in accordance with applicable law and College policy, to maintain security, ensure appropriate use and meet legal obligations. I understand I should not expect privacy in material created, stored or transmitted using College ICT systems. Beaconhills College reserves the right to monitor student activity when using any device at the College.

7. CONSEQUENCES AND NON-COMPLIANCE

Breaches of this agreement will be managed under the *Student Behaviour and Engagement Policy*. If I do not follow this agreement, these may be the consequences:

- my parents may be notified
- my device may be confiscated and a parent/carer requested to collect it
- I might receive a detention or suspension
- repeated or serious breaches may lead to restrictions on bringing devices to school
- I might put myself in danger of breaking the law.

8. HELP AND REPORTING

If I encounter content or conduct online that is unsafe, harmful, or unlawful, I will report it to a staff member as soon as practicable.

Related policies

See related policies on BeaconNet: *Privacy Policy*, *Cyber Safety Policy*, *College Social Media Guidelines (Students)*



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