

Years Prep-4 Technology Agreement

(Using computers, iPads, phones, smart watches, smart glasses and AI tools)



Beaconhills
College



At Beaconhills College, we use technology to help us learn, stay safe and be kind to others. This agreement explains how I will use technology the right way at school.

This agreement is for:

- school computers, laptops, iPads, SMARTBoards, 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.

Remember: The iPad (and all other devices) is a learning device when used at school.

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

1. I USE TECHNOLOGY FOR LEARNING

I will:

- use technology for learning, research and schoolwork
- make good choices when using iPads, SMARTBoards, and cameras
- only use apps or websites that my teacher has shown me I can use
- only use it for games, videos or personal things if my teacher says it is allowed.

I will not:

Play games, watch videos or message friends in class unless my teacher allows it.

2. I AM KIND AND RESPECTFUL ONLINE

I will:

- use kind words when I type, message or post
- treat everyone with respect, just like at school
- think before I send or share anything
- tell my parents or teacher if I see anything online that is wrong or inappropriate, or see someone doing anything that is wrong.

I will not:

- be mean, rude or hurtful online
- spread rumours or share things that could embarrass or upset someone
- upset anyone by posting pictures, sharing videos, spreading gossip or saying cruel things about people
- create or share fake or edited images of people (including DeepFakes)
- pretend to be another person online.



3. I KEEP MYSELF AND OTHERS SAFE

I will:

- keep my passwords secret and only share them with my parents and teachers
- tell a teacher or parent if I see something online that feels wrong, scary or upsetting
- remember that not everything I read, hear or see online is true
- only search the internet for information, photos or videos to use for my schoolwork.

I will not:

- share my password with anyone except my parents and teachers
- log into someone else's account
- try to get around school safety rules, filters or monitoring software (including using a VPN)
- speak to or meet someone who I met online without my parents' permission.

4. I KEEP MYSELF PRIVATE

I will not:

- post or email any personal information including my birthday, last name, address, school, picture or phone number
- download or upload any photos without my teacher's or parent's permission
- share the contact information of other students.

5. I LOOK AFTER SCHOOL DEVICES

I will:

- take care of school devices and equipment
- be careful when carrying my iPad around and walk sensibly and carefully
- show respect to all the technology I use
- tell a teacher if something is lost, broken or not working properly
- ask for help if I need it.

I will not:

Hide damage or pretend nothing happened.

6. I RESPECT PRIVACY AND RECORDING RULES

I will:

- ask a teacher or the person first before taking photos, videos or recordings at school.

I will not:

- take photos, videos or audio recordings of students, teachers or visitors without permission
- use smart glasses or other devices to secretly record people
- share school photos or videos online.



7. RULES ABOUT PHONES, SMART WATCHES AND SMART GLASSES

Personal smart devices include phones, smart watches, smart glasses, earbuds and similar devices.

Prep to Year 4:

- Personal devices, such as smart watches, are not allowed at school.

I will not:

- use my phone, smart watch or smart glasses during class, recess, lunch or assemblies
- use the message or chat apps during class time or during the school day
- use my iPad at school unless my teacher says it is OK and is there to help me.

If I do not follow these rules:

- my device may be taken to the office
- a parent or carer may need to collect it.

8. I THINK FIRST

I will:

- only watch, play and send things that are safe and kind
- ask my teacher or parents if I'm not sure about something
- follow the ratings of all the apps I use
- understand that many apps, such as AI platforms, are rated 13+ and social media sites have age delays for under 16.

9. USING AI TOOLS

Some computer tools use AI to help with learning. I will follow the College GenAI Guidelines and use AI resources only when indicated by my teacher through the AI Assessment Scale.

I may:

- use AI tools only if my teacher says it is allowed
- use them to help with ideas or understanding my learning.

I must:

- check the work myself because AI can make mistakes
- ask my teacher if I am not sure
- acknowledge any and all use of AI for my work to my teacher.
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I will not:

- let AI do my work for me
- put names, photos or private information into AI tools
- upload content, images or text that I did not create myself into AI tools.



10. I KEEP A HEALTHY BALANCE

I will:

- continue to enjoy the other things and people in my life
- help my parents set time limits for technology use and then follow them
- follow time limits when using technology
- use my technology in places that my teachers and parents have agreed to.

11. IF SOMETHING GOES WRONG

If I see something unsafe, feel worried, or make a mistake online, I will:

- stop what I am doing
- tell a teacher or trusted adult as soon as I can.

12. IF I DO NOT FOLLOW THIS AGREEMENT

If I do not follow this agreement, these may be the consequences:

- my parents may be notified
- my device may be confiscated
- I might receive a detention or suspension
- I might put myself in danger of breaking the law.

13. WHAT THE SCHOOL AGREES TO DO

In exchange, the school agrees to:

- provide a reliable internet service
- ensure the appropriate information and wellbeing support is made available
- act on any information given that indicates the safety and security of any student online is at risk or has been threatened.

Monitoring

Beaconhills College reserves the right to monitor student activity when using any device at the College.

Related policies

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



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