



Marist-Sion College

Acceptable Use Agreement for Digital Technologies

Marist-Sion College values the safe and responsible use of digital technologies in teaching and learning. We believe that students should demonstrate appropriate behaviour when using technology. Students and parents / guardians / carers acknowledge the importance of responsible digital citizenship by agreeing to this Acceptable Use Agreement.

How we educate students to be safe, ethical users of digital technologies

At Marist-Sion College, digital safety and ethics are embedded into the curriculum across all year levels. Students participate in dedicated lessons that focus on topics such as online safety, respectful communication, managing digital footprints, and identifying cyber threats. Teachers model safe and ethical technology use and guide students in recognising and responding to online risks.

Our rationale for using digital tools in learning

Marist-Sion College believes that digital technologies enhance learning by providing students with access to a wide range of resources, tools, and collaborative opportunities. Technology supports personalised learning, creativity, critical thinking, and real-world problem-solving. Our digital learning environment reflects the world beyond school, helping students to become competent, confident, and responsible users of technology in their future studies and careers.

A statement on the acceptable use of AI in assessments

Artificial Intelligence (AI) can be a valuable support tool for learning, but its use must align with College expectations for academic integrity. Students may use AI tools for brainstorming, understanding content, or improving writing mechanics. However, all submitted work must be the student's own. Using AI to generate answers, complete assignments, or bypass learning constitutes academic misconduct. Teachers will explicitly communicate when and how AI may be used for tasks and assessments.

The conduct expected from students

Students are expected to act as responsible digital citizens at all times, demonstrating honesty, respect, and accountability in their use of digital technologies. They must use College devices and systems for educational purposes only, follow all guidelines and instructions provided by staff, and report any concerns or misuse immediately. Respect for others online, proper care of equipment, and adherence to College policies are fundamental to maintaining a safe and productive learning environment.



Students agree to:

- Bring the laptop into school each day, fully charged.
- Use digital technology responsibly and ethically, both in and out of school.
- Treat others with respect and DO NOT engage in online bullying or harassment.
- Report any instances of feeling uncomfortable or unsafe online to a teacher or parent.
- Follow the terms and conditions of websites and online communities.
- Protect personal privacy and the privacy of others by not sharing personal details or images.
- Use the Internet for educational purposes and handle equipment properly.
- Abide by copyright procedures and seek permission when using content from websites.
- Think critically about others' intellectual property and avoid copying and pasting information.
- Students may use Artificial Intelligence (AI) tools responsibly to support their learning but must ensure all work submitted is their own. AI must not be used to cheat, mislead, or harm others.
- Comply with the guidelines for the use of student email and the Internet.
- To protect their laptops, students must use the laptop bag provided for transporting.

Parents/Guardians/Carers agree to:

- Support their child in using digital technology responsibly and safely.
- Supervise their child's Internet use at home, including monitoring their online activities.
- Ensure that the laptop is brought to school daily and is in good condition.
- Comply with the school's requirements for returning or transferring the laptop when necessary.
- Assume responsibility for any repairs or replacement costs resulting from loss, theft, or damage.

The College provides support in teaching safe and responsible digital technology use. The Internet is filtered at school, and teachers provide guidance and supervision. The College also encourages parental involvement through information sessions and shared guidelines.

The consequences for misuse of digital technology are outlined in different categories based on the severity of the offence. These consequences may include warnings, loss of privileges or disciplinary action. Infringements will be shown on the permanent record of the student. Students are reminded that the device is under management of the College and no programs should be added or removed without staff written permission.

The College acknowledges the importance of copyright and urges students to respect intellectual property rights. In cases of copyright infringement or inappropriate content, the College may take appropriate actions.

FAQ

What happens if I lose or damage the laptop?

Families will have to pay for repairs.

Can I change (or allow to be changed) the settings / install software / delete software / disable the antivirus?

No.

Can I request software that is not already on the laptop?

Your teacher will send an email to the IT office to request any software that is part of the curriculum.

Who owns the laptop?

The device belongs to the College. A replacement device is issued to Year 10 students. The opportunity to purchase the laptop (only) at the completion of Year 12 may be offered. Lost chargers or laptop pens must be replaced at the expense of the parent/guardian/carer. If the equipment is in poor condition, parents/ guardian/ carer may also be charged for repairs.

Can I remove the Laptop 'skin'?

The skin is a large sticker on the cover of the laptop which identifies the student and House. It must not be removed or damaged/covered in any way. Families will be charged for replacement should any damage/removal occur.

My laptop was dropped or had a drink spilled on it – is this covered by the warranty?

No. Students must always use the supplied bag to minimise this risk. Filling the bag with files/folders etc. to avoid using the lockers will result in damage to the bag and a bill for replacement.

Can I leave my laptop unlocked?

Under no circumstance should you share your password or walk away and leave your laptop unlocked. (WINDOWS + L or closing the lid will lock the device).



Guidelines for the Use of Student Email and the Internet

Marist-Sion College recognizes the importance of promoting responsible and safe use of student email and the Internet. These guidelines outline the expected behaviours and practices for secondary students when utilizing these digital resources. By following these guidelines, students can make the most of the educational opportunities provided by the Internet while ensuring their own safety and respecting the rights of others.

1. Respectful and Ethical Use:

- Use student email and the Internet for academic purposes and refrain from engaging in inappropriate or offensive behaviour.
- Treat others with respect in all forms of online communication, including email, forums, and social media.

2. Privacy and Personal Information:

- Protect personal privacy and the privacy of others by not sharing sensitive information, such as full names, addresses, phone numbers or images without permission.
- Be cautious while interacting with others online and avoid disclosing personal information to unknown individuals or websites.

3. Cyberbullying and Harassment:

- Do not engage in any form of cyberbullying, harassment, or malicious behaviour towards others.
- Report any instances of cyberbullying or online harassment to a teacher, counsellor, or trusted adult immediately.

4. Online Safety:

- Be mindful of personal safety when using the Internet and interacting with others online.
- Immediately report any suspicious or inappropriate online behaviour or communications to a teacher or school staff member.

5. Responsible Digital Citizenship:

- Use digital resources, including email and the Internet, in a responsible and ethical manner.
- Respect copyright laws and intellectual property rights by properly citing and referencing any content used from external sources.

6. Acceptable Content:

- Access and view only appropriate and educational content while using school-provided email and Internet access.
- Do not download, store, or share explicit, offensive, or illegal material.

7. Information Security:

- Maintain the confidentiality and security of login credentials for student email accounts and other digital platforms.
- Never share or use another student's account information.

8. Adherence to School Policies:

- Familiarise yourself with and adhere to the Colleges policies and procedures regarding student email and Internet use, including classroom rules set by your teachers.
- Understand that violations of these guidelines may result in disciplinary action.

It is essential that students, along with their parents/guardians/carers, review and understand these guidelines. By following these guidelines, students contribute to a safe and positive digital learning environment, enabling them to make the most of the educational opportunities provided by Marist-Sion College.

By signing this agreement, students and parents/guardians/carers commit to promoting responsible digital citizenship and ensuring a safe and positive online environment for everyone.