

STUDENT DIGITAL DEVICE, INTERNET USE AND SOCIAL MEDIA AGREEMENT

My access to digital devices, internet and social media while undertaking a Skillinvest course is only for educational purposes and therefore only permitted if I agree to the following:

Use of Skillinvest Provided Digital Devices:

- I will not tamper with or wilfully damage any computer hardware, nor disconnect or move any components;
- I will immediately notify a Skillinvest staff member in the event any digital device stops working or is damaged;
- I will log off, turn off and return all digital devices when not in use. Laptops will be returned to the storage trolley/cabinet and place them on charge when not in use.

Use of Personal Digital Devices (including Mobile Phones):

- I understand that I am permitted to bring my own digital devices (including mobile phone) to Skillinvest on the condition that:
 - Usage of personal digital device/s are bound by the same conditions as though they were Skillinvest owned devices (as specified below);
 - I am responsible for ensuring the upkeep and safe keeping of any personal devices brought by me and understand that Skillinvest does not take any responsibility for personal devices that go missing or are damaged;
 - Usage of mobile phones during school hours requires permission from my Educator or VCAL Coordinator;

Use of Internet and Social Media

- I will refrain from accessing any web pages, images, computer files, newsgroups or other materials accessible with the internet or the Skillinvest network that are not directly related to my studies or would be considered offensive in the judgment of the Skillinvest;
- If I accidentally access unacceptable materials or an unacceptable internet site, I shall immediately disclose the accidental access to my educator or the VCAL Coordinator. If the material is particularly offensive, I will click on 'home' and/or switch off the monitor;
- Unless specifically authorised by an Educator, I will not enter 'chat rooms', play internet games, download games (shareware or freeware) or engage in internet relay chat or similar;
- When using my Skillinvest assigned email account, I will only use it for the purposes of educational research, not personal or private matters;
- I realise that I am responsible for all data stored or downloaded into my allocated storage space on the network and understand that Skillinvest staff are entitled to access those storage areas at any time;
- I will be courteous and use appropriate language in any online communication. I will not use obscene, harassing or abusive language and will report any cases of such usage against me or other students to my Educator and/or the VCAL Coordinator;
- I will abide by Skillinvest's VCAL Student Bullying (including Cyber Bullying) and Harassment Policy;
- I will not make any comment or post on Social Media that might otherwise cause damage to the reputation of Skillinvest, its employees or another student or students;
- I accept responsibility in regard to copyright protected material. Therefore, I will not download and redistribute software, games, music, graphics, videos or text unless permitted to do so by the copyright owner;
- I understand that plagiarism (presenting someone else's work as my own) is unacceptable. Therefore, I will list any downloaded material used in the preparation of assignments in a bibliography and clearly indicate where material has been directly quoted from another source;
- I will not reveal personal information including names, photos or images, addresses, credit card details and telephone numbers relating to myself or others via the internet without written consent by Skillinvest and the relevant party (or their parents/guardians if they are under the age of 18);
- I will not reveal my access password to others, nor will I allow others to access the internet and/or Skillinvest network using my account.

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Student Declaration:

I have read and understand the Student Digital Device, Internet and Social Media Agreement conditions in relation to acceptable use of digital devices, internet use and social media and understand that the provision of access to me is designed for educational purposes only.

I agree to using digital devices (whether provided by Skillinvest or myself), networks, internet and social in accordance with the Student Digital Device, Internet and Social Media Agreement conditions.

If I violate any of the terms of this agreement, I understand I may be denied access to Skillinvest digital devices and/or internet for a time to be determined by Skillinvest and may face further disciplinary action as determined by Skillinvest.

Student Name (please print): _____

Age*: _____

Student Signature: _____

Date: ____/____/____

Parent/Guardian Declaration (only required if the above student is under the age of 18):

I understand that Skillinvest will provide supervision and that steps have been taken to minimise the risk of exposure to unsuitable material via the internet and/or social media. I recognise however that it is impossible for Skillinvest to totally restrict access to all possible controversial materials and I will not hold the Skillinvest, its employees or agents responsible for materials acquired by my child on the internet.

I have read and understand the Student Digital Device, Internet and Social Media Agreement conditions in relation to acceptable use of digital devices, internet use and social media and understand that computer access by students is designed for educational purposes. I hereby give permission for Skillinvest to issue an account (computer access login for the network and internet) for the above named student and certify that the conditions contained in this agreement will be complied with for the extent of his/her enrolment at Skillinvest.

Parent/Guardian Name (please print)*: _____

Parent/Guardian Signature*: _____

Date: ____/____/____

*this agreement needs to be co-signed by a parent/guardian for all students under the age of 18.