



ASPIRE - LEARN - ACHIEVE

## Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Agreement

Students and parents/carers are required to sign the **Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Agreement**, acknowledging that they have read and understood the **Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy**. Student access to digital technologies, including Information Technology (IT) and Virtual Reality (VR) facilities (VR for Year 7 and up), will not be provided without a signed Agreement. This agreement also covered Bring Your Own Device (BYOD) for Secondary and TechExpress for Years 3-6.

### IT and VR Safety Rules

The following rules apply to all areas in the College where there is access to computers with VR associated equipment, including furniture, chairs and decals:

- Normal school rules apply in all areas where there is VR equipment.
- VR areas must be left in which they are found, clean and tidy.
- Shifting computer or VR equipment or interfering with cables is prohibited.
- School bags are to be kept away from VR and placed in a designated area for safety reasons.
- Students are not permitted to have food and/or drink near VR equipment.
- Students are required to familiarise and practice the VR safety rules of the school.
- Some students may experience discomfort such as nausea, motion sickness, dizziness, disorientation, headache, fatigue, or eye strain when using VR. It is the student's responsibility to identify if this is happening and remove the headset.
- Users experiencing difficulties with VR or the network are to report the matter to their teacher, who will subsequently report the matter to the Network Manager.
- Standard equipment hygiene practices are to be used when using VR.
- VR computer facilities are provided to students for the purposes of:
  - providing them with school approved resources aimed at enhancing their education
  - helping them understand future technologies and employment opportunities
  - providing them with facilities needed for producing and experiencing **school related projects**.
- Students must not copy or transfer files or programs from the network, internet or any other device into home drives unless directed to do so by a teacher or supervisor.
- Students must keep backup file copies of their own work.
- Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the agreement.
- It is the responsibility of the student to ensure that their private laptop is secured when not in use and that Bentley Park College takes no responsibility for theft, loss, vandalism, damage or unauthorised access to private laptops.
- It is the responsibility of the student to back up data to an external hard drive or USB.
- Access to the school network and permission to use the private laptop on school grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.
- It is recommended that the device be covered by accidental damage while at school.

### Using Equipment

While student access to IT and VR equipment and modules is encouraged, principles of usage need to be understood and appreciated. These services are provided for school work only. The equipment is not free. Bentley Park College has invested in hardware and software requirements to deliver exciting and engaging IT and VR experiences. Students have a responsibility to respect and **treat the equipment with care**. This will ensure all students get to enjoy the technology.

**Student:**

I understand that the IT, BYOD/TechExpress and VR equipment (VR for Year 7 and up) is only be used for the manner in which it is intended and I will abide by the following:

- I will use it only for **educational** purposes.
- I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.
- If I accidentally find something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices, and
  - immediately, quietly, inform my teacher.
- I will not use the hardware in the manner that it was not intended.

**VR** (Year 7 and up):

- I will adhere to the **VR Safety Rules** at all times.
- I will stop and rest if I feel discomfort.
- I will not touch or enter the immersive space of any student/person that is immersed in VR.

I understand that the College and the Education Department **monitor** both the internet, computer network and VR equipment (VR for Year 7 and up). If the College or Department decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent the policies will be considered a breach of the Agreement. Consequences of any breach may include my access being disabled (i.e. no school computer/VR access) for specified durations.

Applicant's name: \_\_\_\_\_ Form class: \_\_\_\_\_  
*(Please print clearly)*

Date of birth: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_  
*(day/month/year)*

**\*Parent or Carer:**

I understand that BPC computers, BYOD/TechExpress devices and computers with VR can provide students with valuable learning experiences.

I also understand that the internet gives access to information on computers around the world, that the school cannot control what is on those computers and that some of that information can be illegal, dangerous or offensive.

I accept that, while staff will always exercise their duty of care, caring for equipment and students' personal health and safety must depend finally upon responsible use by students.

I believe \_\_\_\_\_ (name of student) understands this responsibility and I hereby give my permission for him/her to access BPC computers, BYOD/TechExpress devices and computers with VR (for Year 7 and up) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and/or VR and/or Network access for some time.

Parent/Carer's name: \_\_\_\_\_  
*(Please print clearly)*

Parent/Carer's signature: \_\_\_\_\_ (Date) \_\_\_\_\_

**\*This Agreement remains active while the student is enrolled at Bentley Park College or until superseded.**

*Only students who have returned a signed form can access it, BYOD/TechExpress and VR equipment. it is the student's responsibility to return the completed agreement to the school office as soon as possible in order to access equipment.*

*Office Use only*

Student EQ number: \_\_\_\_\_ Date actioned: \_\_\_\_\_

*Place on Student File; notify Network Administrator if agreement is not returned/signed.  
(Reviewed November 2021)*