Primary Year 3-6 TechExpress Program
Student Agreement

This document outlines the conditions upon which entry to the TechExpress Program is based. They are designed to protect the integrity of the program and to facilitate high expectations for learning practices. It is recognised that personal circumstances can impact upon placement in the program. In order for the program to be implemented successfully, students need to meet and maintain the standards specified in the eligibility criteria.

Rationale
Tech Express is a program of choice aligned to the College's Technology and Academia *Pillars of Excellence.* As it requires nomination and a selection process, agreement to the terms and conditions is at the discretion of the individual when considering application. The purchase of a device along with the agreement and adherence to the terms of the program symbolises a commitment to the high expectations and standards set for students in the program.

Selection in the program is a privilege that students must earn through their ability, effort and attitude. Students who wish to participate should be proud of their school and will demonstrate this through their actions at all times. As part of its commitment to Positive Behaviour for Learning (PBL), BPC focuses on improving student standards and performance by rewarding positive behaviours. The TechExpress Program allows students who embrace our values of Respect, Responsibility and Resilience, and meet certain expectations, to access the privileges from this program as part of the educational experience at the College.

Purpose of the TechExpress Program
The TechExpress Program uses the latest digital literacy capabilities to transform learning through the use of a laptop device.

Terms and Conditions
Acceptance and continued participation in the TechExpress Program is determined by the terms and conditions outlined in this agreement. These are:

1. eligibility
2. criteria – participation, behaviour, effort
3. ongoing cost and payment
4. period of participation
5. miscellaneous issues
6. acceptable use
7. unacceptable use
8. breaches of agreement
9. acceptance of agreement.

1. Eligibility
Eligibility to express interest for the TechExpress program requires a student to be:
- enrolled at Bentley Park College, or intending to enrol prior to the acceptance in to the program
- a student in Year 2, wishing to express interest to commence at the beginning of Year 3, or a student in Year 3, 4, 5 or 6
- committed to bringing a device which meets the specifications outlined by the College.

2. Criteria – Participation, Behaviour, Effort

Students need to meet participation, behaviour, and effort expectations to fulfil the requirements of the TechExpress Program eligibility. **Further details regarding breaches of the agreement can be found in section 8. Breaches of Agreement.**

Bentley Park College Criteria for Participation			
Criteria	**Minimum Expectation:**	**Loss of TechExpress Eligibility will occur as a result of:**	**TechExpress Eligibility will only be reinstated when the following requirements are met:**
Device	A device that meets the specifications outlined by the College.	Warning will be given if the device requires upgrading or replacement.	The device meets the specifications outlined by the College.
	Replacement of a laptop battery when it compromises the use in class and requires regular charging during the day.	Warning will be given with notice to replace laptop battery.	Battery is replaced.
	The laptop device is kept in good condition (e.g. Keyboard, virus-free, permitted software).	Warning will be given for repairs.	Device is in good condition.
Assessment	Student participates in and submits all forms of assessment, including: • Summative (Reporting) • Formative (NAPLAN)	• Prolonged absence (unapproved) and non-submission of assessment. • Withdrawal from assessment.	Assessment is completed and submitted.
Attendance	90% actual attendance plus medical certificates: • Less than 10% unacceptable or unexplained reasons for lateness to school. • No incidents of truancy. • Overall attendance rates for the year-to-date may also be taken into consideration.	More than 20% absences (full day) in a term period: • Warning to be given at 10% absences. • Having an unacceptable reason for regular lateness to school. • Any incident of truancy from class.	Improving school attendance to achieve the 90% benchmark for a term period, including: • No instances of unacceptable or unexplained reasons for lateness to school. • No incidents of truancy.
Finance	• Student Resource Scheme (SRS) deposit paid - $75 per student. • Active payment plan/ Centrepay deduction in place for all owed outstanding fees.	• Failure to honour minimum financial obligations, which also includes fees to be paid in full by the end of Term 3. Payment plans cease on these dates.	• Compliance with minimum financial obligations.

NOTE: There may be instances of extenuating circumstances for some individuals. The TechExpress Program Coordinator will take these into consideration for approval.

TechExpress: Behaviour Expectations

Students in the TechExpress Program are expected to maintain an A, B or C standard for behaviour on each report card.

School Rule	A Always follows the school rules.	B Consistently follows the school rules.	C Generally follows the school rules.	D Requires support / sometimes follows the school rules.	E Requires intensive support / rarely follows the school rules.
Be a learner	• Is prepared. • Participates. • Perseveres. • On task and focused. • Follows routines. • Is organised. • Follows expected lesson behaviours. • Respects one voice. • Puts hands up. • Sets goals.				
Be respectful	• Follows class and school expectations. • Speaks politely and appropriately. • Listens to and follow the directions of all school staff. • Respects own and others' belongings. • Respects the feelings and rights of others. • Uses humour appropriately. • Adheres to school uniform and dress code.				
Be safe	• Uses equipment safely and appropriately. • Moves safely through the classroom and school. • Keeps hands/feet/objects to self. • Resolves conflict peacefully, without violence. • Serves as a role model for others. • Acknowledges and respects personal space of others.				
Be responsible for your behaviour	• Conforms to class/school rules and routines. • Seeks/accepts/offers help when needed. • Demonstrates appropriate behaviour without prompting. • Accepts responsibility/consequences of action. • Works and plays independently. • Catches up on missed work. • Shows initiative in work/social situations.				
Be in the right place at the right time	• Remains in the class/school setting. • Is prepared and punctual for each lesson. • Is in the right place at the right time. • Lines up in an orderly manner.				

TechExpress: Effort Expectations

Students in the TechExpress Program are expected to maintain an A, B or C standard for effort on each report card. These are reflective of a student's organisation, attitude, work ethic and commitment.

A	B	C	D	E
Always:	Mostly (with occasional reminders):	Generally:	Requires frequent redirection to:	Constant redirection and support required to:
• Independently attempts tasks. • Is engaged and participates in lessons and activities. • Participates with a positive frame of mind and attitude. • Strives for high quality presentation of work using their current level of skills.	• Independently attempts tasks. • Is engaged and participates in lessons and activities. • Participates with a positive frame of mind and attitude. • Strives for high quality presentation of work using their current level of skills.	• Attempts tasks by themselves without reminding. • Participates in lessons and activities. • Participates positively. • Presents work satisfactorily using their current level of skills.	• Attempts tasks by themselves. • Participates in lessons and activities. • Participates in an appropriate frame of mind (e.g. may demonstrate some negativity towards topic). • Presents work satisfactorily using their current level of skills.	• Attempts tasks by themselves. • Participates in lessons and activities. • Participates with an appropriate frame of mind. • Presents work satisfactorily.

4. Period of Participation

The TechExpress Program is available to students in Years 3, 4, 5 and 6. The College agrees to provide the TechExpress program from the date the agreement is signed and returned. Accepted students remain in the program, according to meeting the eligibility criteria and access to a device. In the event of program postponement or cancellation, notice will be provided to parents/carers and students.

Outcome	Application currency	Program duration	Notes
Purchase a device (BYOD)	Priority placement.	From point of entry to the end of Year 6.	Place in the program secured and will continue as long as a student maintains all aspects of the terms and conditions.
Hire a device	Limited places – Availability determined once BYOD placements have been completed.	One year.	Students are offered an option at the end of the year to purchase a device to secure a place continuing in the program.
Part-scholarship	Very limited places. $50 connectivity fee.	One year.	Students are offered an option at the end of the year to purchase a device to secure a place continuing in the program.
Wait list	Reviewed as places in the program become available.	N/A.	Held over until the following year.

5. Miscellaneous Issues

Students be required to purchase or replace device-related items. These include protective equipment like bags or cases, as well as other items like a spare charger, mouse or headphones.

6. Acceptable Use

Bentley Park College aims to develop students as competent, responsible, independent users of information technology, who are to follow these guidelines:

- Students are required to bring their laptop to school, **fully charged, every day,** unless otherwise notified of an event being unsuitable for the laptop to be brought (eg. excursions).
- Laptops will be stored **inside the classroom** throughout the day in the space allocated by the classroom teacher.
- The use of the laptop is for **educational purposes only.**
- Students will only use their individual username and passwords.
- The laptop will be used by the owner.

7. Unacceptable Use

Bentley Park College's network has been established as a limited access service for an educational purpose. Unacceptable use includes, and is not limited to:

- Games, idle browsing, entertainment.
- Commercial purposes, meaning you may not offer, provide or purchase products or services.
- Personal safety risk, breach of privacy, illegal activities, system security breaches.
- Inappropriate language.
- Sharing of unauthorised programs or files which are not for educational purposes.
- Leaving a laptop at home, or coming unprepared for participation.
- Intentionally accessing another student's laptop or account.
- Plagiarism and copyright infringement - copying content or the work of others and presenting it as your own.

8. Breaches of Agreement

Students need to understand that their enrolment in the program is dependent upon commitment to the conditions in this agreement. Students are to meet and maintain standards outlined in the eligibility criteria. Failure to meet these requirements may result in the student being suspended or withdrawn from the program.

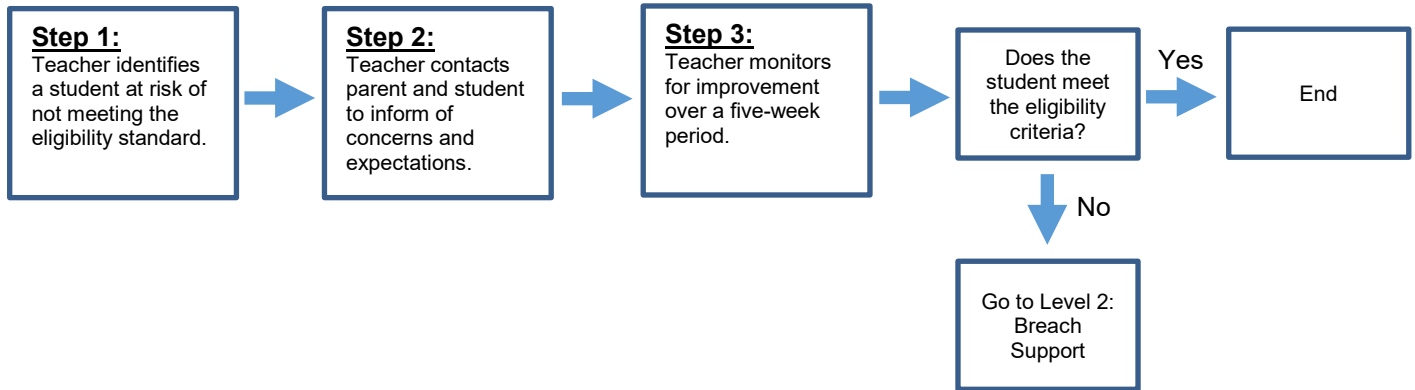The period of participation may be ended earlier, at the College's absolute discretion if:

- the student is no longer enrolled with the College
- the student is excluded from the College
- if, in the opinion of the College, the student is not meeting the eligibility criteria, including participation, behaviour and effort requirements
- the parent/carer fails to comply with the finance required for the TechExpress Program.
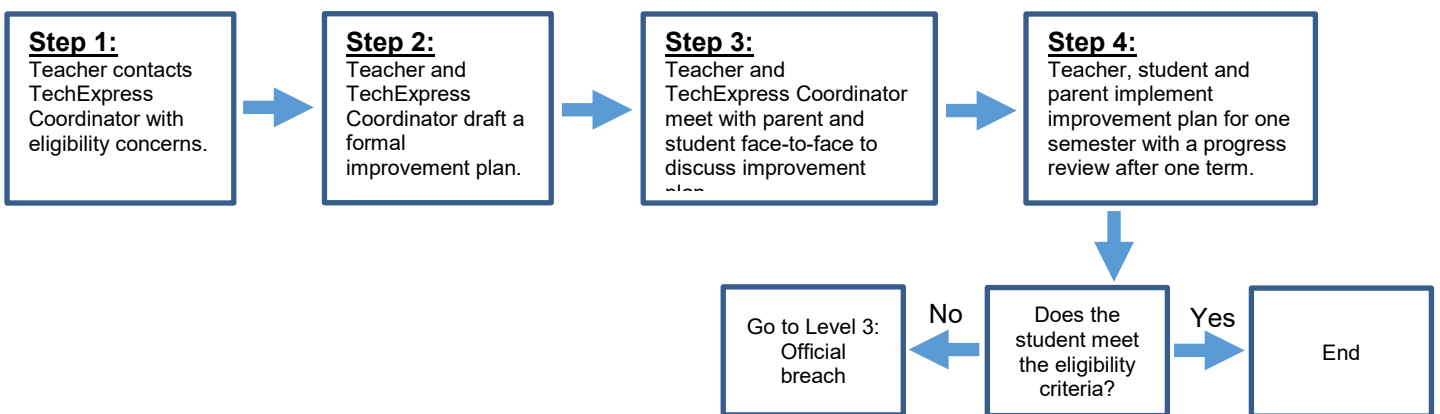
Breaches of Agreement – Participation, Behaviour and Effort: Decision making flowchart
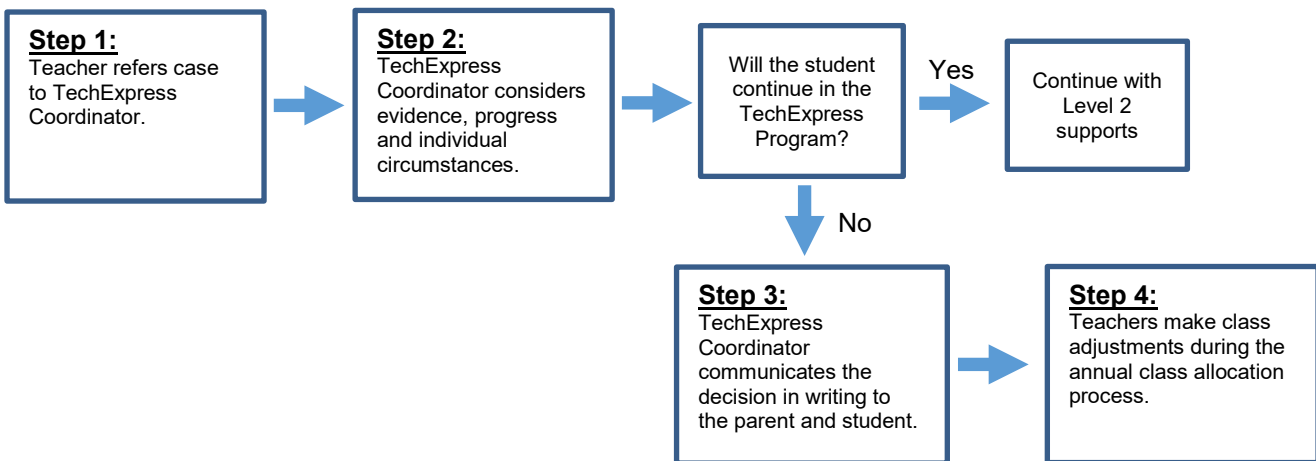
Level 1: Breach prevention

Step 1:
Teacher identifies a student at risk of not meeting the eligibility standard.

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Step 2:
Teacher contacts parent and student to inform of concerns and expectations.

→

Step 3:
Teacher monitors for improvement over a five-week period.

→

Does the student meet the eligibility criteria?

— Yes → End

No ↓

Go to Level 2: Breach Support

Level 2: Breach support

Step 1:
Teacher contacts TechExpress Coordinator with eligibility concerns.

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Step 2:
Teacher and TechExpress Coordinator draft a formal improvement plan.

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Step 3:
Teacher and TechExpress Coordinator meet with parent and student face-to-face to discuss improvement plan.

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Step 4:
Teacher, student and parent implement improvement plan for one semester with a progress review after one term.

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Go to Level 3: Official breach

← No —

Does the student meet the eligibility criteria?

— Yes → End

Level 3: Official breach

Step 1:
Teacher refers case to TechExpress Coordinator.

→

Step 2:
TechExpress Coordinator considers evidence, progress and individual circumstances.

→

Will the student continue in the TechExpress Program?

— Yes → Continue with Level 2 supports

No ↓

Step 3:
TechExpress Coordinator communicates the decision in writing to the parent and student.

→

Step 4:
Teachers make class adjustments during the annual class allocation process.

9. Acceptance of Agreement

By completing and signing the TechExpress Program – Student Agreement, the parent/carer is acknowledging they understand and accept the Terms and Conditions of this agreement:

- I have read the terms and conditions in this agreement.
- I have discussed the expectations in detail with my child and they understand and commit to the expectations of the program.
- I understand the requirements in order to be and to remain eligible to participate in the TechExpress Program.
- I have read and understood the Primary Year 3-6 Student TechExpress Charter, the Acceptable Use of Information Technology, and the Student Code of Conduct.

- I acknowledge my responsibilities in accordance with these rules and understand the consequences should I fail to abide by these rules. These may be suspension or relocating out of the TechExpress Program.

We accept the offer of a place in the TechExpress Program for our child and accept the contents of the agreement.

Student name:			
Year level:			
Username/login (if known):			
Student signature:		**Date:**	
Parent/carer name:			
Parent/carer signature:		**Date:**	

Please return the signed acceptance of the Primary Year 3-6 TechExpress Program Student Agreement to the Primary Administration Office.