



## Secondary Digital Technology Student User Agreement 2026

*Please note that parents and students have agreed to the below via a Compass Insight Survey sent in early 2026.  
This is a record of the College's policy for reference.*

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This agreement is designed to ensure that parents, carers and students understand the conditions that apply to using Digital Technology at Xavier Catholic College, Ballina which is part of Diocese of Lismore Catholic Schools (DLCS). We aim to develop responsible, safe and ethical digital citizens who are proficient in their use of Digital Technologies.

This agreement must be agreed upon and acknowledged by parent/s and the student to continue using digital technology and access the College network.

This agreement encompasses student use of digital technologies, covering a range of devices, College network, online learning platforms, Google Workspace for Education, and controlled technology (e.g. robotics, drones). DLCS provides a managed username and password, conducts regular audits for network integrity, and implements internet filtering on the student network. **Parents are advised that general internet browsing outside the College network is not monitored or filtered, emphasising the importance of parental monitoring.**

### **Applications and Software**

DLCS uses Google Workspace for Education Plus accounts for all students and staff. Students' Google accounts access applications in Google Workspace for Education, including additional Google apps that support classroom learning. Google provides the following information on the data they collect in their Privacy Notice. You can access the statement online at [Google Workspace Privacy Agreement](#).

### **Access to Third-Party Applications and Software outside of Google Workspace**

To ensure student safety and privacy, DLCS reviews and approves third-party applications for use in schools. Students will only have access to approved applications, which are regularly monitored and configured securely. By signing this, you consent to your child's use of these approved applications. A list of approved apps for secondary schools is available [here](#).

### **Artificial Intelligence**

The technology used has aspects of artificial intelligence (AI), and DLCS ensures its responsible use. This includes respecting everyone's rights and privacy and following rules to keep data safe when using AI fairly and ethically. Age restrictions are considered when selecting applications and software for instructional purposes.

### **Mobile Phone Policy**

Students are not to use their mobile devices or have them on their person during the school day. Mobile devices are to be locked in a student's allocated locker and not accessed or used at any point during the school day until 3:15pm. After 3:15pm, students may check their phone for messages from home and

send an appropriate response. If a student needs to ring home, they must come to the Student Reception/Front Office or the Leader of Pastoral Care's Office, where they will be allowed to contact their parents. The use of iMessage, iPhone Mirroring, or equivalent Windows-based "Mobile Device" communication software is not permitted on student devices while at school.

Students can wear smart watches but they must remain in airplane mode or have Wi-Fi and/or cellular data switched off. The full Mobile Device Policy can be viewed [here](#).

### **Anti-Bullying/Cyber Bullying Policy**

Xavier Catholic College's Anti-Bullying Policy emphasises the dignity and respect of all individuals, aligning with Catholic values of justice, equity, and compassion. The policy defines bullying as repeated, intentional harm through physical, verbal, social, or technological means and distinguishes it from conflict or isolated incidents. It includes explicit strategies for prevention, such as embedding positive behaviours in the curriculum, vigilant supervision, and promoting safe online practices. Responsibilities are outlined for staff, students, and parents to foster a respectful, supportive environment. The complete Anti-Bullying Policy can be viewed [here](#).



## Questions

<i>For</i>	<i>Question</i>	<i>Acknowledgement</i>
Parents	As a parent, I have read and agree to the above information	<input type="checkbox"/> I agree
Students	I commit to the following expectations regarding my DLCS account, information security and online conduct.	<input type="checkbox"/> I acknowledge
Students	My school username and password (DLCS account) is to be kept private and secure. I commit to following all DLCS password protocols for setting and resetting my password.	<input type="checkbox"/> I acknowledge
Students	I will ensure I always log in and out of my account and never leave a device unattended.	<input type="checkbox"/> I acknowledge
Students	My issued email address is for school use only, and my profile image (avatar) must be respectful and appropriate.	<input type="checkbox"/> I acknowledge
Students	I will not use another person's DLCS account, or trespass in their folders, work, files, or email.	<input type="checkbox"/> I acknowledge
Students	I will not share personal information that could be used to identify me, my family or others without permission.	<input type="checkbox"/> I acknowledge
Students	I will use devices and technology for learning under the guidance of the teacher, respecting all technology provided and returning it in the condition it is given to me.	<input type="checkbox"/> I acknowledge
Students	I commit to using any device in a manner that refrains from viewing, storing, uploading, downloading, posting, publishing, or circulating any material, content or commentary that could be construed as defamatory towards individuals, companies, or organisations. This includes bullying, harassment, or discriminatory behaviour.	<input type="checkbox"/> I acknowledge
Students	I will only use the camera or any recording device during class time, on the playground or anywhere considered	<input type="checkbox"/> I acknowledge

	school property, with the guidance and explicit permission of a teacher.	
Students	I will promptly report any instances of inappropriate behaviour or material that I observe to a teacher or trusted adult.	<input type="checkbox"/> I acknowledge
Students	I understand and accept when using different applications, software and online platforms, I must comply with any stated age restrictions.	<input type="checkbox"/> I acknowledge
Students	Gen AI - I will ensure I have completed learning modules related to the safe, ethical and responsible use of Generative AI before using these tools for school work.	<input type="checkbox"/> I acknowledge
Students	Gen AI - I will use Generative AI (Gen AI) tools only as instructed and permitted by my teacher, and I will respect the rules set for assessments.	<input type="checkbox"/> I acknowledge
Students	Gen AI - I will not enter any personal identifying information (mine or others'), confidential student data or restricted school information into any GenAI application.	<input type="checkbox"/> I acknowledge
Students	Gen AI - I will not upload videos, photos or audio files for Gen AI to generate content of other people without seeking and receiving their permission.	<input type="checkbox"/> I acknowledge
Students	Gen AI - I acknowledge that GenAI can produce incorrect, biased or harmful content, and I am responsible for verifying the accuracy of any information I use from these tools.	<input type="checkbox"/> I acknowledge
Parents	I understand that what I do on the device and network is recorded and this information could be used in investigations or as evidence.	<input type="checkbox"/> I acknowledge
Students	I will respect and adhere to all hardware, software, security measures and networks implemented by DLCS, refraining from any attempts to hack or bypass them or access external networks such as VPNs.	<input type="checkbox"/> I acknowledge
Students	I will not use any electronic devices for personal communication, including social media apps (like Facebook, iMessage, Snapchat, Instagram, TikTok) during school hours. I also acknowledge the national law restricting access to certain social media platforms for	<input type="checkbox"/> I agree

	Australians under 16. Instead, I will follow the school's established communication channels.	
Student	<p>BYOD - Device Responsibilities I will keep my device charged and secure when not in use. I understand that I own my device and need to install necessary applications as needed. My device may be confiscated for inappropriate use.</p> <p>BYOD - I understand that the College has the permission to search my device if the College believes that the device is being used to access, create or disseminate information that is not suitable in our school environment.</p>	<input type="checkbox"/> I agree
Student	BYOD - I acknowledge that the College is not responsible for any damage (including malicious or wilful) incurred by another student and will not mediate/intercede between the parents/carers of the parties involved.	<input type="checkbox"/> I agree
Student	Personal Digital Devices - I understand that mobile phones are not to be used on school grounds, including before and after school. If I am required to have a mobile phone for parental contact after school, the phone must be turned off and stored securely as per College procedures.	<input type="checkbox"/> I agree
Student	Whilst Smart Watches are permitted to be worn at the College, it is required to have wifi and cellular turned off. The device is only to be used to tell the time.	<input type="checkbox"/> I agree
Student	By acknowledging this agreement as a student at Xavier Catholic College, a DLCS School, I agree to use technology in a safe and responsible manner. I am aware that breaches of this user agreement will incur consequences as per the College's Behaviour management policy.	<input type="checkbox"/> I agree
Parent	I/We have discussed this policy with my/our child and agree to uphold the expectation of the school in relation to the use of digital technology. We understand that a breach of this user agreement will incur consequences as per the College's Behaviour management policy.	<input type="checkbox"/> I agree