



ICT and Online Acceptable use Agreement

At **Edgars Creek Secondary College**, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- Have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- Educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.*
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - Bullystoppers Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority (e.g. Police)
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cyber smart:
 - Bullystoppers Parent Interactive Learning Modules(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)

Use of CCTV

Consistent with our school's obligations set out above, Edgars Creek Secondary College may use CCTV cameras to:

- prevent and verify incidents involving
 - criminal behaviour – of anyone on school grounds
 - staff misconduct
 - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management

- verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on school premises)
- to provide the Principal with visual coverage during emergencies

Student Declaration:

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or required attention
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not deliberately bypassing the eduSTAR network via any method, e.g. using a VPN or hotspot to access blocked sites; circumventing eduSTAR is an unsafe practice that jeopardises the security of every device.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- Keeping devices on silent during class times
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

1-to-1 personal devices

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.

- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and Access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

School support

Support **will be** provided for:

- Connecting the device to the school network, internet and other digital technologies
- Set up and management of school, student email accounts
- All school-based software and associated issues with school applications.

Support **will not** be provided for:

- Connecting to home networks, the internet, printers, or other devices
- Personal email accounts and settings
- Software issues unrelated to school work
- Hardware issues.

Damage or Loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

Students are responsible for:

- Bringing portable devices fully-charged to school every day
- Ensuring the device has appropriate virus protection
- Backing up data securely
- Carrying their device in an appropriate protective case at all times
- Adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)

- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home. By signing the below agreement, I agree to comply with the terms of the acceptable user and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____