

# Network and Internet Access

## Acceptable Use Agreement

### Overview



Cybersafety is an important issue for all students. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps.

The Acceptable Use Agreement is used by schools to support students to behave safely and responsibly online, both inside and out of school.

Our school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

#### At our school we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- 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
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

## Student Declaration

When I use digital technologies 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 (for example, 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 if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements).
- If my understanding is unclear I will seek further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student
- Not bringing to school or downloading unauthorised programs, including games.
- Not using streaming media services such as Spotify, Youtube, Vimeo, TV, etc, for personal use without explicit permission from my teacher
- Not attempting to bypass internet filtering through the use of proxy bypass and Virtual Private Network websites or apps.

In addition, when I use my personal mobile phone, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during class times; (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- 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

## Conditions of use for user-owned devices

The student must bring portable devices fully-charged to school every day.

Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.

### Damage or loss of equipment

All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

Any problems, vandalism, damage, loss or theft of the device at the school must be reported immediately to the school.

The school is not liable for any damage to personal devices.

### Standards for device

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard

## Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school-owned networks or systems, including (although are not limited to):

- bring your own devices
- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and online School spaces such as Compass, and Google Apps for Education
- Social networking sites
- Video and photo sharing websites
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

I understand and agree to comply with the terms of acceptable use 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.

I understand that my device may be inspected by school staff, and that failure to follow the Acceptable Use Agreement may result in restriction or suspension of network access, suspension from school, or police intervention where required by law.

## Details:

Date:	
School Name:	Lorne P-12 College
School Contact Name:	
School Contact no.:	(03) 5289 1585
Student Name:	
Student Username:	
Student Email:	
Student Password:	
Student Signature:	
Parent/Guardian name:	
Parent/Guardian Signature:	