

# ICT Acceptable Use Agreement

## PROFILE STATEMENT

At Beechworth 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 Wellbeing and Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior
- Educate our students to be safe and responsible users of digital technologies.
- Provide information about digital access 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:
  - [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://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
- Use online sites and digital tools that support students' learning
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- 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 by providing this Acceptable Use Agreement and current information from both the Department of Education and Training and The Office of The Children's eSafety Commissioner:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Parents Cybersafety guide](https://esafety.gov.au/education-resources/iparent)  
(<https://esafety.gov.au/education-resources/iparent>)

## 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 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
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- Not downloading and/or using 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 username or password of another student.

Additionally, I understand that I may bring a personal mobile device to school, however I agree to the College mobile phone policy, as endorsed by the Victorian Department of Education and Training stating that:

- During school hours (8:45 – 3:30), personal mobile devices must be switched off and silent, and locked securely in the student's locker, or labelled, switched off and silent and stored securely with administrative staff at the school office.
- 'Personal mobile devices' includes mobile phones and tablets with SIM connectivity.
- Smart watches are not to be connected to mobile devices throughout the school day.
- Students are not permitted to access their personal mobile devices during lunchtime or recess.

## 1-TO-1 PERSONAL LEARNING DEVICES

### Definition

A 1-to-1 personal learning device includes:

- Laptops

- Tablets
- iPads

*\*tablet devices with SIM cards installed are considered a personal mobile device and therefore are subject to the same rules and regulations as a mobile device (see above)*

[Mobile Phone Policy](#).

## 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 access to some software and applications through [eduStar](http://www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx) (www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx.) There is no cost for this 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 installed.
- 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
- 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.

- The school has a limited supply of devices available to rent on a temporary basis from the College Library whilst repair/replacement processes are undertaken. These devices are College owned and must be returned to the Library at the end of each day.

## User responsibilities

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
- Maintaining the security of their device and storing it in a secured locker during the school day
- 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 (e.g. Facebook)
- 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
- External storage devices and cloud storage services

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. The user acknowledges that misuse of ICT resources or deviation from this Acceptable Use Agreement will incur consequences that may include, but are not limited to: removal of student access to the school network, confiscation of personal device(s), prohibition of the use of any or all digital technologies, and/or further consequences as outlined in the **Student Wellbeing and Engagement Policy**, as deemed appropriate by the school Wellbeing and Engagement team.

## FURTHER INFORMATION AND RESOURCES

- Student Wellbeing and Engagement Policy
- Mobile Devices Policy
- Digital Technologies/eSmart

## REVIEW CYCLE

This policy was last updated on December 2019 and is scheduled for review in 2020.

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## Signature

- 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.

## Student Declaration

**Full name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

## Parent/Guardian Declaration

**Full name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**School:** Beechworth Secondary College **Contact Number:** (03) 5728 1264

**School Contact:** Alex O'Connor (Digital Teaching & Learning Specialist)

*\*Please sign and date the above declaration and return to the college.*