

2022 ICT AUA

BEECHWORTH SECONDARY COLLEGE

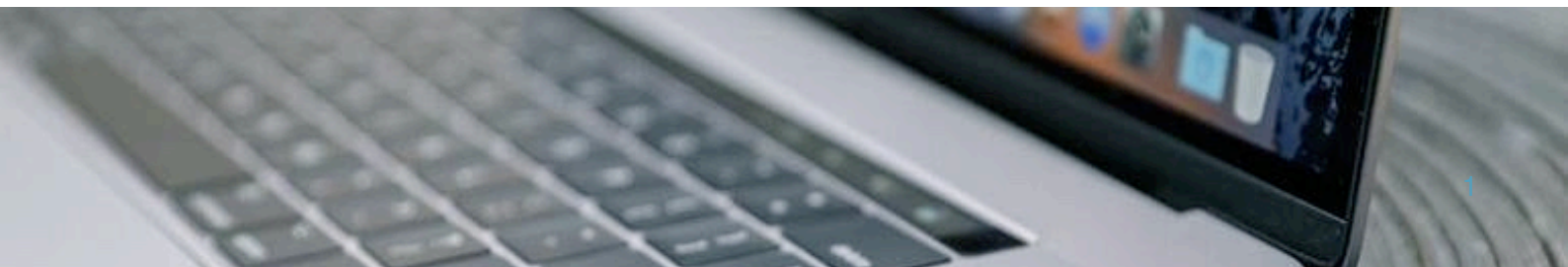




ICT ACCEPTABLE USE AGREEMENT

PROFILE STATEMENT

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





OUR VALUES

ASPIRE - We set high expectations for ourselves and others, value hard work, effort and a commitment to learning

RESPECT - We build respectful relationships, we have respect for self, value diversity and care for the environment

CONTRIBUTE - We strengthen the community by participating in and contributing to the school and wider community

CORE EXPECTATION

Beechworth Secondary College is committed to providing a computer network and digital resources that promote educational excellence and facilitate resource sharing, innovation and communication. Our resources and our curriculum programs provide students, teachers and support staff with digital tools to expand learning opportunities.

Corresponding to the opportunities that a digital teaching and learning program allows, is the responsibility for all members of our community to interact in a positive and respectful manner through the digital technologies provided. Sound ethics, integrity and good judgement are expected when interacting with all digital devices provided or supported by Beechworth Secondary College. All digital communication and learning technologies, including but not limited to peripheral devices, networks, software, hardware, online environments, apps, and digital resources will be used in accordance with our College values of **Aspire, Respect** and **Contribute**.

The College will be vigilant in managing students' use of digital resources to improve learning outcomes. Misuse of any digital resources provided by the College will be managed in accordance with the school's **Student Wellbeing & Engagement Policy**.

CORE PROVISIONS

At our school we:

- Have a **Student Wellbeing & 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, and establish clear protocols and procedures for working in online spaces.
- Provide appropriate supervision and support to our students when they are using digital technologies within the classroom.
- Review and consider the safety and appropriateness of online tools and communities that support our curriculum and digital classroom learning environments.
- Complete an appropriate risk assessment of College digital technologies and data security.
- Provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Uphold our responsibility to respond to digital technology issues or incidents that have the potential to impact on the wellbeing or safety of our students, including the referral of suspected illegal online activity to the relevant Law Enforcement authority for investigation.
- Support parents/guardians to be aware of safe and responsible use of digital technologies, recognise potential online/digital technology hazards, and employ strategies at home to support their child(ren) to be a safe and conscientious digital citizen.

POLICY

Before using any of the digital resources within Beechworth Secondary College students must read the following guidelines and, together with their parent or guardian, sign the following agreement.

REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review in 2021.



STUDENT DECLARATION

I AGREE THAT AS A STUDENT AT BEECHWORTH SECONDARY COLLEGE I WILL ADHERE TO THE FOLLOWING CODE OF CONDUCT AND BEHAVE IN ACCORDANCE WITH OUR COLLEGE VALUES

CODE OF CONDUCT

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.
- Only accessing the Internet by using the College network when at school. Not bypassing the Beechworth Secondary College proxy server, using VPN's or altering of DNS settings.
- Ensuring that social media platforms such as, but limited to, Twitter, Skype, Facebook, Facetime, Snapchat, TikTok are not accessed during school hours.

CODE OF CONDUCT CONTINUED

- Not removing, or attempting to remove, any software installed on college devices
- Not accessing, or attempt to access, monitor or tamper with information on any of the College servers or any other person or organisation's computer without explicit agreement of that person or organisation.
- Understanding that all actions taken using my student user account are my responsibility and that all digital communication (both external and internal) through the school server may be monitored.
- Ensuring that all schoolwork and other data is regularly backed-up. *Students are encouraged to store personal data on an external device or cloud service. The College is not responsible for the loss of any work or files from desktops, laptops, notebooks or loan devices due to damage, hardware or software failure.
- Ensuring that passwords are private and confidential, not shared with anyone, and are changed regularly.

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)
- Student owned devices and mobile phones (please refer to **Mobile Phone Policy**)
- Email and instant messaging
- Internet, intranet
- Social networking and social media (Facebook, Instagram)
- 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/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 as outlined in the **Student Wellbeing and Engagement Policy**, as deemed appropriate by the school Wellbeing and Engagement team.

STUDENT DECLARATION

I understand and agree to comply with the all terms of acceptable use and expected standards of behaviour set out within this agreement.

SIGNATURE

Student

Full name: _____

Signature: _____ Date: __/__/__

Parent/Guardian

Full name: _____

Signature: _____ Date: __/__/__

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

School Contact: Alex O'Connor (Learning Specialist Digital Technologies)

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

G Suite For Education

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.



What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.



Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

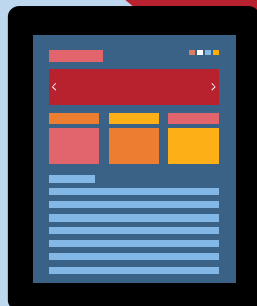
G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:

- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

<https://edu.google.com/k-12-solutions/g-suite/>



What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.



Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.



Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.



Please note that **Google will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.



Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.



Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

G Suite for Education - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name: