

Acceptable ICT and Digital Technologies User Agreement—

Tarneit Senior College 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.

21st Century students spend increasing amounts of time online, learning and collaborating. To be safe online and gain greatest benefit from the online opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Some online activities such as 'sexting' images of a person under the age of 18 are illegal and as such the College will be required to report to the police.

Sexting is the act of sending, receiving or forwarding nude or semi naked photos via a text message on a mobile phone.

Tarneit Senior College uses the Internet and digital technologies as teaching and learning tools. We see the Internet and these tools as valuable resources that enhance conventional approaches to learning and teaching, but require that they be used responsibly.

Your child as a young adult is being asked to use the Internet and digital technologies responsibly both at school and at home.

Parents/Guardians should be aware that the nature of the Internet and digital technologies is such that full protection from inappropriate content can never be guaranteed.

At Tarneit Senior College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies that outline 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 teachers' and students' awareness of issues such as online privacy, intellectual property and copyright
- Provide guidance for students when using digital technologies for educational purposes at school.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Do not allow 'Hot Spots' or personal data connections during school hours.
- 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.
- Provide parents/guardians and students with a copy of this agreement.
- Support parents/guardians and students 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.
- **Do not allow the use of telephone communications during class time.** Students wishing to contact parents or guardians can do so through the House Leaders office. **Parents needing to contact students:**
 - Can leave messages via front office or request students to call back during break times, 11:15am - 12 pm and 2:00 pm-2:20pm.
 - Can email students directly only for email correspondence during break times.
 - Have the responsibility in ensuring and upholding a commitment to no mobile telephony contact during school hours so as to minimize disruption to their and all the other students' learning.
 - In case of Emergency, parents should contact the College in the first instance so the College can support with appropriate action.

Student/Parent/Guardian Declaration

When I use digital technologies I agree to:

- Be a safe, responsible and ethical user at all times
 - 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 and the privacy of others; never giving out personal details, including full names, telephone numbers, addresses, passwords or posting images without consent
 - Talking to a teacher or parent if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
 - Carefully consider the content that I upload or post online; this is often viewed, as a personal reflection of who I am, is permanent and always traceable.
 - Investigate the terms and meet any required conditions of websites and/or applications (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
 - 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 user name or password of another student
 - Not bringing to school or downloading unauthorized or illegally obtained programs, music, videos including games. Only use the College network directly related to improving educational outcomes.
 - Attempt, solicit or partake in actions to bypass specified Internet gateway and/or proxies. These exist for students', College and DET network integrity and are considered a serious security breach. **This also includes personal 'hotspots'**
- Follow teacher's instruction on the specific times student are to or not use their notebook.
 - *Teachers will be explicit and all students and teachers will have a common understanding that, at particular times a teacher will ask for specific attention. There are usually significant points in class where a teacher will require the full attention of students to discuss important learning or communication. A teacher can highlight this by requiring the notebook lids/screens to be closed. If a student continues to use his/her notebook for any reason during this time the teacher has the authority to confiscate the notebook regardless of ownership whilst the student is at school. Further, the College may withdraw access to the College owned network and/or device for a predetermined time. In such circumstance if determined by the College may make limited provision to access required student class work*

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 off or in 'airplane mode' during school times; only using in class with the approval of a teacher
- **Seeking permission before taking photos or recording sound or video from individuals including teachers and only when approved as a part of a lesson**
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people, posting and uploading online or publishing
- Parents agree not to attempt to make student mobile telephone contact during school hours so as to avoid disruption to their and other students learning
- **Never use or create personal 'hotspots' that use personal mobile data plans or attempting to connect and tether to other available non authorized connections**

Conditions of use for school-owned devices

Equipment

Ownership

- ⇒ Never leave the device unsecured or unattended. Students are to use the school case/cover and their allocated locker when notebook not in use to ensure device is covered by insurance
- ⇒ If taken home, the student must bring portable devices fully charged to school every day. Charging facilities are not provided in classrooms due to Occupational Health and Safety concerns and limited resourcing.
- ⇒ The school retains ownership of the device until the student completes Year 12. At this time the school will determine ownership of the device.
- ⇒ Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- ⇒ If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

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 must be reported immediately to the school.
- ⇒ In the case of suspected theft, the family must make a police report and a copy of the report provided to the school.
- ⇒ In the case of loss or accidental damage, a statement should be signed by a parent/guardian and provided to the school.
- ⇒ Students will be required to replace lost or damaged chargers.
- ⇒ If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.

- ⇒ If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student/parent will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- ⇒ Adhering to the school's Acceptable Use ICT and Digital Technologies Agreement or Student Engagement Policy when using the machine, both at home and school.
- ⇒ Backing up data securely.
- ⇒ Maintaining and not altering settings for virus protection, spam and filtering that have been set as the College 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):

- School owned ICT devices (e.g. desktops, iPads, notebooks, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Videoconferences 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-curricula 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 by Tarneit Senior College Policies or as required by Law if I do not behave appropriately.

College owned devices may be confiscated for a set time and/or network access denied as determined by the College.

Student owned devices may be confiscated whilst at school and/or College network access denied as determined by the College.

Date:

Student Name:

Name of School Contact: Martin Mielimaka
Assistant Principal

Phone Number of School Contact: 03 9749 0246

Parent / Guardian A Signature:

Name of Parent / Guardian A:

Parent / Guardian B Signature:

Name of Parent / Guardian B:

For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>