



Acceptable Use Agreement for Digital Technologies at Lavers Hill K-12 College

Summary

This document outlines what is considered to be safe and responsible use of digital technologies at Lavers Hill K-12 College - i.e. the standard behaviours expected, the respect for others, as well as agreements for use and care of those technologies.

Scope

This agreement applies to the use of digital technologies whilst at the College or external campuses, on excursions or camps, during extra-curricular activities, and in the case of devices owned by the school or those used for school work, at home as well.

Definition of terms

- “School”, “College” - Lavers Hill K-12 College.
- “School/College Community” - students, staff, parents, or other users of school facilities.
- “The Department” - The Department of Education & Training (DET).
- “Digital Technology” - equipment, software, networks, servers, printers, online services.
- “Digital Device”, “Device” - an item of computerised equipment that is capable of displaying, creating, editing or transmitting text, images, audio or video.
- “User” - a person who uses digital technologies.
- “Equipment” - devices, protective covers & cases, chargers, cables etc.
- “Personal device” - a device brought into school but not owned by the College.
- “Internet” - the public network external to the school.
- “Intranet” - the network within the school, or operated externally for the Department.
- “Network” - the Internet or the school intranet.
- “Online Service” - websites, databases, servers, or apps that use online servers.
- “Social Network” - any online service where the primary purpose is for social interaction or dating, e.g. Facebook, Twitter, Instagram etc.

- “Student” - anyone whose is undertaking a program of education at the College.
- “Parent” - a parent or guardian who is legally responsible for a student.
- “Inappropriate material” - any text or images that depict or promote sexual activity, violence, racism, sexism, religious or political intolerance.
- “Age-appropriate” - material or software that is suitable for viewing or use by a user only when taking into account their age or maturity level.

School digital technologies profile statement

At Lavers Hill K-12 College we support the rights of all members of the school community to be provided with, and to engage in a safe, inclusive, apolitical, secular, and supportive learning environment. This extends to the use of digital technologies or online environments, and is underpinned by our expectation of safe and responsible behaviour by all members of the school community.

At the College we:

- have a Student Engagement Framework that states our school’s values and 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, 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 websites, online services and communities.
- provide a filtered internet service tailored to user requirements, but acknowledge that full protection from inappropriate material can never be guaranteed.
- keep backups of student data which has been saved onto school servers.
- 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 incidents to the appropriate authority.
- recognise that some material which may be appropriate for some sections of the school community, may not be for others (i.e. age-appropriate material).
- support parents to understand safe and responsible use of digital technologies, potential issues, and the strategies that they can implement at home to support the student.
- provide students with digital devices in working order.
- install appropriate software for students’ needs on devices used for learning.

- provide regular maintenance and support for the digital device if required and manage repairs, however depending on circumstances at the time, we may not replace the device while it is being repaired.
- accept that devices will be subject to a certain amount of wear and tear, but in the case of neglect or wilful damage the student or parent will be responsible for repair/replacement costs.

Student declaration

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

- respecting others, including outside school hours and in social contexts, by communicating with them in a polite and supportive manner; never writing or participating in online bullying (i.e. cyberbullying).
- protecting my privacy; not giving out personal details – including my full name, telephone number, address, passwords or images.
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- 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.
- talking to a member of staff or a trusted adult if I personally feel uncomfortable or unsafe online.
- talking to a member of staff 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 will influence what people will think of me.
- investigating the terms and conditions of use of software or online services (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
- notifying a member of staff of any damage to digital devices or anything else that may require attention.
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and citing references where necessary.
- not modifying a device's operating system or its settings in a significant way, e.g. "jailbreaking" an iPad.
- in the case of an Apple device (e.g. iPad), not downloading apps from outside the official Apple App Store or iTunes.
- not downloading software for, or connecting to, social network services, e.g. Facebook, Twitter, Instagram, Snapchat etc.
- not copying or duplicating software from school-owned devices onto personal devices, as this may contravene software licensing agreements.

- making sure that material which might be appropriate for my age-group may not be suitable for others, and will take steps to ensure that other students are protected when I am viewing or using this material.
- not interfering with the College's network systems, equipment, security or the data of another user.
- not attempting to log in to the network or a device with another user's login details, or allow my or another's login details to be disclosed to a third party other than a member of staff.
- not consuming food or drink when using digital devices or near digital equipment.
- providing physical and/or login access for my device or online service, to a member of staff if required to do so (this applies to all devices or online services used at the College).
- understanding that my device (either leased or personally owned for use at school) will be remotely administered by the College. I shall allow any software to be installed or any settings changed for this to be possible, and should not take any steps to prevent or hinder this.
- keeping devices on silent mode during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a class exercise).
- only using my digital device outside of class times when permitted to do so (different classes or year levels may have different rules, so check with the class teacher).
- not taking my digital devices outside at anytime, unless it is part of an activity organised by a member of staff.

More information

More information regarding online safety is available on the Australian Government Office of the Children's eSafety Commissioner website (esafety.gov.au).

Advice regarding the Bully Stoppers program is also available online on the Department website (www.education.vic.gov.au/about/programs/bullystoppers).

Lavers Hill College is working towards becoming an eSmart School. The eSmart Schools Framework is designed to help schools improve cybersafety and reduce cyberbullying and bullying (www.esmartschools.org.au).

School-owned devices

This section describes ownership, care, use and support of school-owned devices including those leased to students, e.g. laptops & iPads.

Ownership

- The school retains ownership of leased devices. After a period of time, the device may become purchasable by the student for a fee.
- The school retains ownership of any software provided and may remove or upgrade that software at any time.
- Parents/students should be aware that data stored on school-owned devices, or on school servers, is not private.

Software and services

The school will:

- install all software required for the student's learning program.
- facilitate access to online services where required.

Support and assistance

The school will provide assistance & support for:

- connecting the device to the school network, internet or other digital technologies.
- configuring and administering, remote management, security, and antivirus software or settings.
- the setting up and management of school email accounts.
- all learning-based software and associated issues with applications or other school devices.
- hardware and software issues related to the device or software used for learning.

Support will not be provided for:

- connecting to home networks, or devices not belonging to the College.
- personal email accounts and settings.
- non-school related software issues.

Damage or loss

- All devices, chargers and batteries are covered by a manufacturer's warranty. The warranty covers manufacturing 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 a member of staff.
- Students may be required to replace lost or damaged chargers or cables.

- In the case of loss or serious accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- 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 will pay the costs of repairing the damage or if necessary the costs of replacing the device.
- In serious cases the school-owned device may be withdrawn from the user without financial compensation.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged and functional to school every day.
- maintaining virus protection, spam and filtering settings, which have been configured as required by the school.
- ensuring that they keep backups of their data from their devices onto school servers.
- carrying their device in an appropriate protective case at all times.
- ensuring that the digital device is always safe from damage, theft or loss.
- ensuring that the digital device is under their supervision at all times, and not allowing other students to transport or care for the device.
- not taking the device outside, unless approved by a member of staff.
- immediately report to a member of staff if there are any problems with the device.
- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during lunchtime or when not in the classroom.

Personal devices used for learning

This section describes the ownership, care, use and support of personal devices used for learning – i.e. devices used at school or for homework but not owned by the school, e.g. laptops & iPads.

Ownership

- The device is owned by the parent/student but has been made available for use as part of the student's learning program.
- Parents/students should be aware that data stored on the device is considered to be private but may be publicly accessed as part of learning programs.

- Even though the device is not owned by the College, it is still subject to the same security & administration procedures, software and settings (see below).

Software and services

- 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 or installed.
- Parents may be 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.

Support and assistance

The College will provide assistance & support for:

- connecting the device to the school network, internet or other digital technologies.
- configuring and administering, remote management, security, and antivirus software or settings.
- the setting up and management of school, student email accounts.
- all learning-based software and associated issues with school applications or devices.

Support will not be provided for:

- connecting to home networks, or devices not belonging to the College.
- personal email accounts and settings.
- non-school related software issues.
- non-school related hardware issues.

Damage or loss

- 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.

User responsibilities

Students are responsible for:

- bringing devices fully-charged and functional to school every day.
- maintaining virus protection, spam and filtering settings, configured as required by the school.
- ensuring that they keep backups of their data from their devices onto school servers.
- carrying their device in an appropriate protective case at all times.

- ensure that the digital device is always safe from damage, theft or loss.
- not taking the device outside, unless approved by a member of staff.
- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during lunchtime or when not in the classroom.

Personal devices not used for learning

This section describes the ownership, care, use and support of personal devices whose primary use is not for learning, e.g. mobile phones.

Ownership, responsibility, damage or loss

- The device is wholly owned by the parent/student.
- Data stored on the device is considered to be private.
- The student is fully responsible for looking after the device and the school will take no responsibility in the event of damage or loss whilst on school premises.
- The student is responsible for keeping backups of their data, however those backups should not be stored on school devices or servers.

Software, support, access or assistance

- The school will not provide any software or support for these devices.
- The device shall not be connected to the school network or other school digital devices.
- It is the owner's responsibility for installing and configuring security or antivirus software.

User responsibilities

Students should:

- look after the device at all times.
- understand that use of the device, during school time, extra-curricular activities or excursions, is still subject to the same standards of behaviour as devices used for school work.
- keeping devices on silent mode during class times and only use the device outside of lesson times, when authorised to do so.
- surrender the device for safe keeping by a member of staff, if required to do so, and collect the device at the end of the school day.
- inform a member of staff if the device is lost whilst on school premises.
- inform a member of staff if the device is damaged on school premises and another member of the school community is considered to be responsible.
- still adhere to this Acceptable Use Agreement when using the device, both at home and at school.

Acknowledgement & signatures

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

- School-owned devices, student-leased devices and personal devices
- Email and instant messaging (e.g. SMS)
- Phone calls and voice messages
- Internet, school intranet
- Social networking (e.g. Facebook, Twitter)
- Video and photo sharing (e.g. Instagram, YouTube)
- Blogs (e.g. Tumblr)
- Forums, discussion or bulletin boards, and groups (e.g. Google groups)
- Information databases (e.g. Wikipedia)
- Video streaming and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies are being used at the College, at external campuses (e.g. Turning Point), during school excursions, at camps, during extra-curricular activities, and at home.

I understand and agree to comply with the terms of acceptable use, the Student Declaration, 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 Framework if I do not behave appropriately.

Student name:

Student signature:

Date:

Parent/Guardian Name *:

Parent/Guardian Signature *:

Date:

* if applicable.

(when signed & completed you only need to return this page to the School)