



Acceptable Digital Technology Usage Agreement

Cybersafety is an important issue for all students. By the time students arrive at secondary school most will already be regular and active users of digital technologies including social media tools such as Facebook.

PART A: SCHOOL PROFILE STATEMENT

South Oakleigh 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 and guardians. We request that parents and guardians work with us and encourage this behaviour at home.

At South Oakleigh 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 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, intellectual property and 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
- provide parents and guardians with a copy of this agreement
- support parents and 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.

PART B: 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; and 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 any are damaged or require 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 unauthorised programs, including games.

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 participating in bullying verbally or in writing (for example, making harassing phone calls or text messages; supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- storing my mobile phone safely in my locker or keeping it on silent and placing it in the tub provided in the classroom
- Storing my phone safely in my locker during recess and lunch time
- only making and answering calls before and after school unless permission from Principal class or Principal's delegate is given
- 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 or uploading them to online spaces.

PART C: STUDENT COMMITMENT AND 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, laptops, printers, scanners)
- mobile phones
- email and instant messaging
- internet and intranet
- social-networking sites (e.g. Facebook, Instagram)
- video and photo sharing websites (e.g. YouTube, Instagram, Picasa)
- blogs
- micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups, Teamviewer)
- Wikis (e.g. Wikipedia)
- Video on Demand (VOD) and podcasts

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, at camps, and during school excursions and extra-curricular activities. For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents and carers call Parentline 132289 or visit www.cybersmart.gov.au.

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 South Oakleigh College Student Engagement Policy if I do not behave appropriately.

Student Name: _____
Student Signature: _____ Date: _____
Parent Name: _____
Parent Signature: _____ Date: _____