

## **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](http://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: \_\_\_\_\_

## MICROSOFT OFFICE 365 EDUCATION - PRIVACY INFORMATION AND CONSENT FORM

South Oakleigh College uses Office 365 Education in the classroom. Office 365 Education is an internet based service provided by Microsoft for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Office 365 for Education includes the following online services:

### Office 365 Education ('online services')

|                         |                       |
|-------------------------|-----------------------|
| 1.Exchange online email | 6.Yammer              |
| 2.Lync online           | 7.Office video        |
| 3.SharePoint online     | 8.OneNote Classroom   |
| 4.OneDrive for Business | 9.Microsoft Classroom |
| 5.Microsoft Office apps | 10.Sway               |

### Terms and conditions

Microsoft Online Services Terms and privacy information can be found by clicking on the links opposite:

<http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>

<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>

<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx>

### Consent for Microsoft to access specific personal information of your child

We seek your consent for your child to use the above stated Office 365 Education online services. To enable your child to sign-on and access these services, Microsoft require access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

**Please contact the College if you do not consent for your child to use Office 365 Education online services.**

### Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014* .

Microsoft's Online Services Terms provides further information on how Microsoft may use your child's personal information.

### Providing a safe online environment

Please return to [8801-year7@schools.vic.edu.au](mailto:8801-year7@schools.vic.edu.au) by Friday 15 September 2023

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Office 365 Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Office 365 Education.

## Student responsibilities when using online services

When using Office 365 Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

## Acknowledgement and Consent for student use of online services

If you have read the information about the online services and currently **do not** consent for your child to access the online services, please contact the College so a member of staff can clarify any of your concerns over the Office 365 Education online service and confirm your position in the Learning Technologies program.

By not contacting the College, you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form – Office 365 Education.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.