

# Acceptable Use Agreement for Internet and Digital Technologies



Carrum Downs Secondary College is committed to the safety of all children and young people.

Carrum Downs Secondary College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

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

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

***Some online activities are illegal and as such will be reported to police.***

## Student Agreement

### When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not tamper with or damage computers, computer systems or networks. This includes unplugging/swapping mice, keyboards etc
- not download or transfer large files so as to ensure the internet performance of other users is not adversely affected
- refrain from accessing web pages, or produce work that would be considered offensive to parents, teachers or other students because of pornographic, racist, violent or illegal content
- treat any online forum (including Skype & Illuminate) as a virtual classroom and therefore always act within the student code of conduct
- cease all online communication with teachers by 9:00pm

**When I use my mobile device I agree to:**

- keep the device on silent during class times and not make or answer calls and messages during school times – except for approved learning purposes (subject to mobile phone policy)
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS) or Apps
- only take photos and record sound or video when it is part of an approved lesson and never of an inappropriate nature
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

School council have outlined that students are not to bring headphones to school as they are not part of the learning environment and are a safety issue when students walk to and from school near and next to roads and traffic.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.**

**Student Name:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*