

# Western Port Secondary College

## Internet and Digital Technologies

### Acceptable Use Agreement for Students and Families

Western Port Secondary College uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Western Port Secondary College also recognises that electronic information research skills are now required as essential knowledge for members of our society and as future employees. In responding to these changes Western Port Secondary College actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. However, access is a privilege and not a right. Access entails responsibility. The school provides staff and students with full access to the network with an individual account. Students will also have access to electronic mail and full internet access. Any of these privileges may be withdrawn for misuse of the resource at any time.

Safe and responsible online behaviour is explicitly taught and is essential in the lives of students. It is best taught in partnership between home and school. It is expected that the school will enforce these expectations, as will parents/carers be required to reinforce and monitor this behaviour at home.

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

### **PART A – School support for the safe and responsible use of digital technologies**

**Western Port Secondary College** uses the internet and digital technologies as teaching and learning tools. WPSC sees the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and all technologies responsibly at the school. Parents/carers should be aware that the nature of the internet and access to such technologies is such that full protection from inappropriate content can never be guaranteed.

At **Western Port Secondary College** we:

- Undertake a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum.
- Have policies in place that outline the values of the College and expected behaviours when students use digital technologies and the internet.
- Provide access to the Department of Education and Early Childhood Development's search engine, connect [www.education.vic.gov.au/secondary](http://www.education.vic.gov.au/secondary), which can be used to direct students to websites that have been teacher recommended and reviewed.
- Actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.
- Undertakes to ensure that information published on the Internet by students or the School under the College's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.
- Have a cyber safety program at the school which is reinforced across the school.
- Undertake a commitment to use mobile technologies for educational purposes (e.g. podcasts or photos from an excursion).
- Provide support to parents/carers through information evenings/sessions and through the document attached to this agreement for parents to keep at home.
- Work with students to outline and reinforce the expected behaviours in the Acceptable Use Agreement.
- Expect that staff will incorporate appropriate use of such information throughout the curriculum.
- Expect that teachers will provide guidance and instruction to students in the appropriate use of such resources. (This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students).
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills.

# Internet and Digital Technologies Acceptable Use Agreement

## PART B – (To be signed by student and parent/guardian)

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree that I will:

### Care and Usage of the Equipment:

I will care for and look after my own and the College's devices and all of their parts

I will not cause damage to my own, others, or the College's equipment, such as mark or deface, attempt to repair, unplug, move or replace peripherals, remove covers or panels, attempt to disassemble, delete, add or alter configuration files

I will only have/use approved Devices at school, as per the BYOD specifications

I will not eat or drink near the computers/devices

I will only use the computer/device in class if I have permission from the teacher

I will not copy, download or put my own software on the school owned computers/devices unless expressly asked in writing by teacher to do so

I will not download software from the internet as this may cause a virus, unless expressly asked by a teacher

I will not interfere with network security, the data of another user or attempt to log into the network or a device with a user name or password of another student

I will not reveal my password to anyone except the system administrator (or the teacher if applicable)

### Work Habits:

I agree to follow all teacher instructions when using the computers/devices and all soft/hardware

I agree to bring my device to school each day fully charged and ready for use

I will check my timetable, schedule, classroom changes and Student Bulletin every morning

I will use Compass to check/receive class work and resources

I will use Compass to submit work to my teachers

I will use Compass to track my homework/class tasks/excursions and exam dates etc

When using the World Wide Web, I will only search for information or resources that are part of the educational plan established by my teacher

I will not download pictures, music or games without my teacher's permission

I will only read my own email/ecommunication

I will make sure that any email/ecommunication I send out shows politeness and respect as a representative of the College

I will only play "games" on the school computer/devices that are educational and have my teacher's approval

I will not submit other people's work as my own

I will not access any files except my own

I will use social networking sites for educational purposes only and only as directed by teachers

I will abide by copyright procedures when using content on websites (ask permission to use images, texts, audio and video and cite references where necessary)

I will only listen to music loaded onto my approved school device in lessons when permitted by my teacher

I will only use approved devices in the Study Room or library during class time related to my education or course

I will abide by the Mobile Phone policy at all times

### Personal Safety and Safety of Others

I will be a safe, responsible and ethical user whenever and wherever I use the technology

I will protect my rights and those of others by not giving out personal details including full names, telephone numbers, addresses and images or other personal details/password

I will not take photos and/or record sound or video or others (unless approved as part of a lesson)

I will seek and obtain permission from individuals involved **before** taking photos, recording sound or videoing of others

I will seek and obtain (written) permission from individuals involved **before** publishing or sending photos, recorded sound or videos to anyone else or to any online space

I will support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding communication and/or material and supporting others in hurtful online behaviour)

I will immediately report to my teacher any sites, information or resources I find that make me feel bad, uncomfortable or that breach the Code of Conduct of the College

I will report and knowledge of others participating in unsafe, inappropriate or hurtful online behaviour

I will participate in all Cyber and Online Safety/Information delivered by the College

I will seek further support or advice about any concerns I have

I will not use 'wearable technologies' (such as Google Glasses) at school as WPSC strictly forbids them due to privacy concerns.

I will 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.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

I am aware that I am fully authorising consent to:

- authorise an individual's participation in the use of the online services, which increase the risk of harm to that individual's wellbeing (this risk increases where the individual is a student and where the online service is social or public)
- allow an individual's personal information and health information to be disclosed to a 3<sup>rd</sup> party to develop online accounts and profiles; collected and used by a 3<sup>rd</sup> party for the purposes of delivering the online service; and/or transferred and stored outside Victoria or overseas
- enable the use of an individual's intellectual property (i.e. images and text)

**Breaking any of the rules listed above will cause me to face penalties which could include (but are not limited to):**

- Ban on lunchtime device access/use
- Temporary ban on the privilege of using all devices (including a BYO Device)
- Removal of email privileges
- Removal of internet access
- Removal of network access (with consequent inability to satisfactorily complete some unit requirements for a subject)
- Detention (lunchtime and/or afterschool)
- Paying to replace damaged equipment/software/hardware
- Notification to parents and/or relevant governing bodies
- Removal from classes where technology is involved
- Suspension from the College
- Criminal charges may be laid with the police

**I understand I cannot access my school's computers or network until this agreement has been signed. I understand I cannot use a BYO Device at the College until this agreement is signed.**

I have discussed this with my parents / carers and agree to follow all of these rules. I realise that if I break these rules I face consequences as outlined above, based on the seriousness of the offence/breach.

I have discussed my responsibilities and the potential problems and dangers related to Internet use with my parent/carer.  
I have read and also agree to the terms and conditions set out in this Acceptable Use Agreement.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed my child's, and my own responsibilities and accept the potential problems and dangers related to Internet use with my child.  
I agree to allow my child to use the Internet and digital technologies at school  
I have read and also agree to the terms and conditions set out in this Acceptable Use Agreement.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C - Advice for Parents**

## Please keep this as a resource to use at home

### About the agreement

**Western Port Secondary College** believes the teaching of cyber safe and ethical 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 socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

### Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
  - how does it work and how do you set it up?
  - who is else is sharing this space or game? (do you know them or did you 'meet' them online?)
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will/may not approach an adult for help because:

- they might get the blame for any incident
- they don't think adults "get" their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

### Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like Facebook, Instagram, Twitter and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

### Using the internet in line with school's Student Code of Conduct

### **Using appropriate language when talking to and working with others online and never write or participate in hate mail**

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded that their behaviour online must fall in line with the school's Code of Conduct.

### **Using equipment and resources properly for educational purposes as directed by teachers**

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as "free" but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

### **Using social networking sites for educational purposes and only as directed by teachers**

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

### **Keeping away from rude or offensive sites**

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

### **Following copyright procedures**

All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

### **Evaluating and using content on the internet carefully**

Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

## **Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student**

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details.

## **Seeking teacher assistance**

The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know. Open communication between parents, teachers and students is the best way to keep students safe.

## **Use of mobile phone and other mobile technology**

Mobile phones and technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. Student learning and concentration could well be hampered by texting, ringing and the general distraction of a phone or other non-approved device, which is why the College has introduced a new Mobile Phone and Digital Technology Device policy. All education aspects of those technologies can be accessed via a students approved BYOD device, therefore phones, MP3 players etc are not needed or permitted in the room.

The recording of both images and sounds can also breach other student's rights under the privacy act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online. The College, again has clear rules and guidelines around what students may and may not do. All students and parents/carers should be familiar with this policy.

The privacy act says that the posting and sharing information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or Internet Safety in general.

Contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176. or visit <http://www.netalert.gov.au/>

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