



# Acceptable Use Agreement – Internet, Digital and Online technologies

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## PURPOSE

Kew High School 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. 21st 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:**

- Respecting others and communicating with them in a supportive manner; 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 personal details.
- Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.
- Not deliberately entering or remaining in any site that has obscene language or offensive content (e.g. racist material or violent images)
- 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 username or password of another student.
- Not bringing to school or downloading or accessing 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate, or hurtful online behaviours by forwarding messages)
- Keeping the device on silent and out of sight when on school grounds; except for approved learning purposes
- 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/uploading them to online spaces.

### Conditions of use for devices used at school

- Students must bring their tablet fully charged to school every day.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.

### Damage or loss of equipment

- All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device.
- The manufacturer's warranty does not cover malicious damage, vandalism or loss/theft of the device
- In the case of a suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- Students are required to replace lost or damaged chargers.
- 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 student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

### Standards for device

#### The student is responsible for:

- Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard.

## STUDENT COMMITMENT

### 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 devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and intranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis
- VOD and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

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 established within Kew High School's Student Engagement Policy if I do not behave appropriately.

## PARENT/GUARDIAN AGREEMENT - ONLINE SERVICES

Kew High School use selected vendors for the provision and management of online services. These providers include Microsoft and Compass Education.

- Compass Education manage and provide our online school management service Compass. Compass runs both onsite and across other replicated secure state-based locations. Compass Education adhere to strict data management practice in alignment with Victorian privacy obligations and do not replicate or host data trans-border. For more information please refer to <https://sites.google.com/a/jdlf.com.au/policies/>

- Microsoft manage and provide our school email and some collaboration services such as, Office 365. This service is hosted from Singapore. Your Services' data may be transferred to, stored and processed in the United States or any other country where Microsoft or its affiliates, subsidiaries or service providers maintain facilities. Microsoft abides by the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Full details of privacy management are available here -<http://www.microsoft.com/online/legal/v2/?docid=22&langid=en-us>

In accepting this agreement, you agree and understand that email and other personal information will be managed by these service providers in alignment with their privacy policies. For more information, please do not hesitate to contact the school.

If you have any concerns about this agreement, please contact the school. For further support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers call Parent line on 13 22 89 or visit <http://www.cybersmart.gov.au/report.aspx>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Staff, School Council
Approved by	Acting Principal – Jane Thornton
Next scheduled review date	November 2026