

Swinburne Senior Secondary College

Acceptable Use Agreement

For computers, the internet and digital technologies (Including the NSSCF, school computers and devices owned by students and used at school)

Swinburne Senior 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.

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.

Part A - School support for the safe and responsible use of digital technologies

Swinburne Senior Secondary College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

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

At Swinburne Senior Secondary College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet (Student engagement policy, bullying policy)
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology including the internet.

Swinburne Senior Secondary College Acceptable Use Agreement for the internet and digital technologies (Including the DER)

Part B - 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.

When I use my mobile phone, iPod or other mobile device I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post **or forward** private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- 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.

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

Requirements for parents/carers and students accessing portable devices purchased with commonwealth government funding for (Digital Education Revolution /National Secondary School Computer Funds (NSSCF))

The National Secondary School Computer Funds (NSSCF) – VIC program aims to improve student learning experiences both in and out of the classroom. Swinburne Senior Secondary College is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

1. Purpose

The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.

2.1.2 The school retains ownership of the device and agrees to loan it to the student until the student completes Year 12. At this time the device, bag, and charger will be returned to the school.

2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.

2.1.4 If the student leaves the school prior to completing Year 11 or 12 or moves to another Government or non-Government school, interstate or overseas, the device must be returned to the school.

2.2 Damage or loss of equipment

2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/ carer and provided to the school.

2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged chargers and bags.

2.2.7 If a device is lost or damaged and said loss or damage is not covered by the manufacturer's warranty, the principal may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing and imaging the device.

2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

3. Standards for device

The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

4. Device Bond Fee

4.1.1 Conditions

4.1.2 Students are required to pay a \$500 bond fee before devices are issued to the student. Bond fees are fully refundable after the device is returned to the school in full working order and without damage to the computer, charger or covers.

4.1.3 In the case of theft, loss, accidental damage or any incident resulting in a higher cost to repair or replace the device or parts, the bond fee will not be refunded and the student will be required to pay the additional costs needed to repair or replace the device or parts.

4.1.4 In the case of repair costs amounting to less than the bond fee of \$500, students will be refunded the balance after the device is repaired and returned to the school in full working order and without damage.

Important Information

Insurance

Devices are not insured against loss. Parents/carers are urged to consider the cost of replacing a device should it be lost or stolen. Parents/carers may like to add the computer to their home and contents insurance and are advised to discuss the arrangements they have made regarding the loss of a device with their young person.

Family Information to support the understanding of the Acceptable Use Agreement for Compass School Manager, internet and digital technologies including those funded by the NSSCF.

Insurance:

Devices are not insured against loss. Parents/carers are urged to consider the cost of replacing a device should it be lost or stolen. Parents/carers may like to add the computer to their home and contents insurance and are advised to discuss the arrangements they have made regarding the loss of a device with their young person.

Maintenance:

From time to time students will be required to return their computer to the school for maintenance and reimaging. Maintenance may occur during school holidays. Students should ensure that they back up all files regularly in order to protect their work from accidental loss or damage.

Backing up files:

The school suggests that students use an external hard drive to back up their work at home each night. The backup disk should not be stored with the computer. The VCAA advises that students are responsible for ensuring that there is an alternative system available for producing assessable work in case of computer malfunction. Except in the case of video and very large multimedia files or folders students will be able to back up work on the school network.

When a device is under repair:

Students will be able to borrow a loan computer from the library for short periods. They should save the files they create on these computers to a USB memory stick.

Maintenance of student owned computers:

For students using their own computers the college will provide access to:

- Printing (colour and black & white)
- Internet
- Network Shares
- Home Directories
- Compass School Manager
- School Email Account

The college is unable to supply software licenced to the school, technical assistance or repair for student owned computers.

Family Information – Advice to support the safe and responsible use of digital technologies at home

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.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your young person to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

Compass School Manager is a password protected online learning space for all Swinburne Senior Secondary College students. In this space your young person will be able to use tools to communicate and collaborate with their teachers both at school and at home. Compass School Manager is active at Swinburne Senior Secondary College from the start of the school year. Compass School Manager is designed as a communication tool, accessible at home.

About the agreement:

In signing this agreement your young person will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

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).

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. 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. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don’t understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

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.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of 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
- understand the terms and conditions of any website or online community that they might join.

Compass School Manager is controlled so that only the school community is able to see information.

Use the internet at school for educational purposes and use the equipment properly

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' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and 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. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. 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. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your young person respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from 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 classroom teachers.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

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 technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

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. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

To this end, when using my digital device as a phone, I will:

- Keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).

When using a digital device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson.
- 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.

Mobile phones and digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of 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. A sample consent form for requesting permission is available on the DEECD website. Consent can be withdrawn at anytime. (<http://www.education.vic.gov.au/management/elearningsupportservices/www/formstemp.htm#H2N10064>)

This section outlines the contractual requirements of the Federal government's Digital Education Revolution Project, which funded the device being used by your young person. This copy of the agreement can be kept at home.

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3.1.4 Backing up data securely

3.1.5 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

Scenarios for teacher/parent/guardian/student discussion:

What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your “friend” for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to “Connect you to all your friends” It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends ‘mucking around’ and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is ‘free’ music or a game to download.

Key Discussion Questions for parents/carers to ask

At home we recommend you make some time to find out how your young person is using the internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you ‘meet’ them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger young person?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn’t you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Encourage your young person to set their space to ‘private’ if they use a social media like Facebook or Google + (they are then in control of who can contact them and access their information).

Negotiate appropriate times for online activities and use of mobile phones. Consider the use of “safe search filters” freely available as settings on Google, Bing etc

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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/Carer Signature

Date

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