Acceptable Use Agreement, Internet and Digital Technologies Policy & Procedures

Rationale:

- Berwick 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.

Aim:

- 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.
- The Crimes Legislation Amendment (Telecommunications Offences and Other Measures) Act (No. 2) 2004 (to amend the *Criminal Code Act 1995*) states that it is an offence to use a telecommunications carrier to menace, harass or cause offence to another person.

Implementation:

- Access to the school network and the Internet will only be granted after the acceptable usage agreement has been signed and returned to the school (Appendix A).
- Your child has been asked to agree to use 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. The filtering implemented by our Internet service provider is our first level of protection, and we also have an on-site threat management gateway which is regularly updated by our ICT technicians.

At Berwick College we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet

- Provide a filtered Internet service

- Provide access to the Department of Education and Early Childhood Development's search engine www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed

- Provide supervision and direction in online activities and when using digital technologies for learning

- Support students in developing digital literacy skills

- Have a cyber-safety program at the school which is reinforced across the school. Cyber bullying that occurs during school hours and/or 'issues' that arise at the College as a result of cyber bullying, will be dealt with according to the school's discipline processes. When cyber bullying occurs outside of school hours, parents will directed to inform the police.

- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

- Work with students to outline and reinforce expected behaviours

When I use digital technology at school 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 (unless permission is given by the teacher), to the school or run them on school computers

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

- Keep the device switched off and out of sight during classes and other educational activities such as assemblies, exams and in the library, unless I am required to use it as part of an approved lesson

- Protect the privacy of others and never post or forward private information about another person using short message service (SMS)

- Not make audio or video recordings or take photos in change rooms, toilets, classrooms and school grounds that may cause discomfort or embarrassment to other students, staff, visitors and or the college

- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate 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 should not be used to harass others

Berwick College prefers that valuables such as mobile phones, etc. are not brought to school, and does not take responsibility if these items are lost or stolen. These items may be confiscated if they are used inappropriately.

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

Breaches of the agreement:
For breaches of the acceptable use agreement, students and staff (DEECD Information, Communication and Technology (ICT) Resources March 2011) can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences may result in stronger penalties.

These include, for students:
- Removal of network access privileges
- Removal of network email privileges
- Removal of internet access privileges
- Removal of printer access privileges
- Payment to replace damaged equipment
- Other consequences outlined in the school's discipline policy

For Staff:
- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken.

NOTE: Under no circumstances should a teacher be a 'friend' on Facebook (or any other similar social media) with a student currently at the College

i-Pad program:
Students within the College i-Pad program will abide by the following rules. Consequences for inappropriate use of the i-Pad will follow the College discipline policy & procedures

Rules for iPad use in the classroom:
- Students should always keep their iPad on top of the desk with the lid closed, when not in use
- At the start of the lesson, students will wait until instructed before using their device
- Students will not visit any sites or communicate with others, using any communication apps other than those permitted by the teacher
- Students will not share their device with any other students

- Students will not share their password(s) with any other students
- Students will not take images of other students or Berwick college staff without their prior consent

Guidelines for iPad use:

- Students will bring their iPad to class each day, unless instructed by the Student Learning Leader. For example at the athletics carnival
- The only exception are PE classes, where the student will leave their iPad in their locker unless instructed to bring it to class
- The iPad will be charged before it is brought to school, with enough battery charge as to not require charging throughout the school day
- Students are responsible for checking new update feeds on the college edmodo site
- When carrying the iPad from class to class, it should remain closed
- iPads must be placed in school bags when coming to school, leaving school and attending excursions (when the iPad is required)

Appendix A: Berwick College
ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

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, and may result in further disciplinary action.

Student name (print clearly)   ....

Year level   ....

Student signature   ....

Parent/carer signature   ....

Date   ………..…/………..…./…………………

This agreement will be valid for the period of time your child is enrolled at Berwick College or until the College chooses to amend the policy, at which time a new agreement should be signed.

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

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- Berwick College Behaviour management Policy& Procedures
- Berwick College Selecting Teaching & Learning Resources Policy
- DEECD Information, Communication and Technology (ICT) Resources March 2011
- Appendix A: ACCEPTABLE USE AGREEMENT FOR ULTRANET, INTERNET AND DIGITAL TECHNOLOGIES

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