

ACCEPTABLE ICT USE AGREEMENT

Ashwood High School Acceptable Use Agreement is designed for digital learning environments, the internet and digital technologies.

Ashwood High School uses digital learning environments, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources and are committed to their responsible use.

Ashwood High School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities (e.g., hacking, bullying, downloading pornography) are illegal and, as such, will be reported to Police.

The following platforms are used comprehensively at Ashwood High School: Compass, Office 365 and Webex. Parents and students are advised that a number of additional platforms are also used by teachers in particular subject areas as approved by Faculty/Learning Area Coordinators and the Director of Studies. The use of these platforms is advised in students Compass lesson plans. The Acceptable ICT Agreement applies to all platforms used by Ashwood High School to teach, assess and support student learning and wellbeing.

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

The student is required to sign and abide by an agreement to use the digital learning environments, the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that protection from inappropriate content can never be fully guaranteed.

At Ashwood High School we:

- educate students on acceptable ICT use;
- 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;
- implement a cyber safety program;
- use mobile technologies for educational purposes (e.g., podcasts or photos from excursions);
- provide support to parents/carers to understand this agreement (e.g., language support);
- provide support to parents/carers through information evenings and through the provision of relevant documents;
- reserve the right to view content on student learning devices upon request.

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;
- 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 appropriately;
- 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 the intellectual property of others 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 username or password of any other person;
- not reveal my password to anyone except the system administrator or a teacher;
- not bring, download or run unauthorised programs/materials, including games at school;
- not attempt to bypass any network security or internet filtering by using VPNs / proxy websites etc.;
- not attempt to hot spot any BYO device e.g. phone to bypass internet filtering;
- never take or share a photograph of another person without their consent.

If authorised by a classroom teacher to use my laptop, iPad, or tablet device, I agree to:

- keep the device on silent during the lesson and not make or answer calls and messages – except for approved learning purposes;
- 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);
- not use my device in banned spaces for example changing rooms, toilets, gyms and swimming pools;
- 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 when taking photos or videos and never use these as a tool for bullying.

Students at Victorian public schools have been banned from using their phones from 2020.

By signing this agreement you agree that if you bring a mobile phone to school it must remain in your locker and cannot be used in class or break periods at any time.

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

Families should also refer to the School's Information and Communication Technology (ICT) and Internet Acceptable Use Policy. This can be found on the school's website.

If you wish to further discuss this agreement, please contact the School on (03) 9807 1333.

For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <https://www.esafety.gov.au/complaints-and-reporting>

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I have read the ICT 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 may result in the implementation of a range of staged consequences. These may include, but are not limited to confiscation of device, detention and / or suspension of internet access.

Student Name Year ... 20...

Student Signature Date

Parent/Carer Signature Date

Please note: this signed agreement will remain in force for the duration of the student's enrolment at Ashwood High School.