Acceptable Use Agreement for the Use of the Ultranet, Internet and Digital technologies

Introduction

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.

Twenty-first 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

The Ultranet, internet and digital technologies are used as teaching and learning tools. The Internet and digital technologies are valuable resources, but they must be used responsibly.

Your child has been asked to agree to use the Ultranet, 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 Copperfield 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 Connect 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 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 (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- work with students to outline and reinforce the expected behaviours in the Ultranet*.

* The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home.
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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 safely, responsibly and ethically and only at school 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 user
- 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

With my mobile phone, iPod or other mobile device I agree to:
- keep the device switched off or on silent during school hours – except for approved learning purposes. Note: junior students may only use their phone with the direct permission of a teacher.
- 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 including teachers involved before taking photos, recording sound or videoing them
- 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. 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.
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. Copperfield 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 until the student completes Year 12. At this time ownership of the device will be determined by 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 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 obtained 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.
2.2.7 If a device is damaged and said damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the principal of the School may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing 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.
Section A. This section is to be retained by the parent/carer.

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. I agree to abide by these conditions. I understand that any breach of these conditions will result in loss of access privileges and may result in other disciplinary action and/or reporting to appropriate authorities.

Student Name: .................................................................  Homegroup/Mentor: .................................................................

Student Signature: .................................................................  Student ID:.........................  Date: .................................

Parent/Carer Name: .................................................................

Parent/Carer Signature: .................................................................  Date: .................................

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3855 (Sydenham) to discuss any matter relating to this agreement.

Section B. This section to be detached and retained by the College.

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. I agree to abide by these conditions. I understand that any breach of these conditions will result in loss of access privileges and may result in other disciplinary action and/or reporting to appropriate authorities.

Student Name: .................................................................  Homegroup/Mentor: .................................................................

Student Signature: .................................................................  Student ID:.........................  Date: .................................

Parent/Carer Name: .................................................................

Parent/Carer Signature: .................................................................  Date: .................................

College Stamp to be inserted here upon collection of notebook

Parent signature to acknowledge that notebook has been received: .................................................................

Please contact the College on 9307 5555 (Delahey), 9365 4111 (Kings Park) or 9361 3855 (Sydenham) to discuss any matter relating to this agreement.