



OuyenP12 College

Acceptable use/Internet Policy

This policy outlines what constitutes acceptable use of the internet, netbooks and other digital technologies at our college.

Background

Ouyen P-12 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.

Guidelines

Ouyen P-12 College should:

- articulate how we will meet our duty of care in the use of digital technologies and add additional measures or details around programs to the agreement. The conditions stated in the agreement are basic requirements (Part A)
- ensure that students and parents/carers are consulted in developing the agreement
- ensure every student has agreed and signed the agreement prior to accessing digital technology (Part B)
- communicate with and support parents/carers, students and teachers to ensure they fully understand the agreement (see attached Family Information)

Teachers should:

- discuss the agreement with their students and ensure they understand each dot point
- develop a classroom environment that promotes safe and responsible behaviour online

Parents/carers should:

- read and understand what the college will do to support the safe and responsible use of digital technology (Part A)
- read through the agreement and discuss it with their child to ensure they understand each dot point (Family Information section)
- consider how they might support safe and responsible behaviour online at home

Students should:

- read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part A)
- negotiate appropriately through representative groups (SRC, Primary Student Council) or directly with teachers and parents/carers about issues or changes to improve the agreement
- sign and abide by the agreement (Part B)

Ouyen P-12 College Acceptable Use Agreement for, internet and digital technologies

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

Ouyen P-12 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.

This agreement applies to any device used at the college, whether owned by the college itself, leased to students or student/family owned.

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.

At Ouyen P-12 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/primary or 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 including Copyright and Intellectual Property obligations
- allow VCE students to hire (at minimal cost) laptops overnight

Ouyen P-12 College Acceptable Use Agreement for internet and digital technologies

Part B – Agreement to be signed by student and parent/guardian

When I use technology, both at school and at home I have responsibilities and rules to follow.

- 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
- do not use social networking sites **at any time** whilst at school
- 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 at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and others safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened

At all times I agree to (leased or owned netbooks or laptops)

- ensure that all software and Intellectual Contents such as pictures, music and movies on my netbook/laptop does not infringe copyright laws and license agreement of their copyright owners.
- keep my netbook/laptop free of the following applications
 - Limewire
 - Bit torrents
 - peer-to-peer file sharing applications
 - automatic download managers
 - any software or contented that is not legally licensed for your use.
 - programs which the college has notified you not to install or to remove from your device.

When I use other mobile devices (video, recording, camera) I agree to:

- 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.

Violation of this agreement

- I understand that the college owns the leased netbook / laptop and I have been granted a limited right to use the netbook / laptop subject to acceptance of this user agreement
- I understand that if I am given permission to bring along my own netbook/laptop I must also abide by this agreement
- The college reserves the right to request an inspection of the netbook / laptop at any time whilst at school
- I understand that violation of any part of this agreement may result in withdrawal of the device for a period of time at the discretion of the college or an instruction that the computer be taken home (self owned)
- In case of severe violations and serial offending, the school reserves the right to cancel the agreement and withdraw the device without refund or compensation to the user.

This Acceptable Use Policy for Mobile Devices also applies to students 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.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :

Date:

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

If you have any concerns about this agreement or ideas for making the agreement better contact the Principal.

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>

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