Warracknabeal Secondary College
ICT Acceptable Use Agreement and Policy

**SCHOOL PROFILE STATEMENT**

Warracknabeal Secondary College recognises the importance of providing ICT resources and tools for all staff and students to use for educational purposes. We believe that teaching students about safe and responsible online behaviours is essential and that this is best taught in partnership with parents and guardians.

Our students spend an increasing amount of time online in learning and collaborative modes. To be safe online and to gain the greatest benefit from these resources, student need to demonstrate protective and proactive behaviours, such as keeping passwords secret, guarding their personal information and interacting respectfully with others.

All students and their parents/guardians must read and sign the WSC ICT Acceptable Use Agreement before access will be granted to the WSC network.

At WSC we:

- Have a Student Engagement and Wellbeing Policy that outlines our School’s values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;  
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students’ learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children’s eSafety Commission:

  Bullystoppers Parent Interactive Learning Modules
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  iParent | Office of the Children’s eSafety Commissioner
CONDITIONS OF USE:

The Acceptable Use Agreement includes all school funded and leased digital devices and personal devices (including personal mobile phones) in use at school.

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktop computers, laptops, iPads, printers, scanners)
- Personal digital technologies
- Mobile phones (all operating systems and applications)
- Email and instant messaging
- Internet and WSC Intranet
- Blogs (e.g. eduBlogs)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video and web conferences.

Parents/Guardians and students should be aware that files stored on the device, are not private and may be viewed by the Network Administrators whilst connected to the school network.

Personal devices found with inappropriate/unauthorised content will be confiscated and the parent/guardian notified.

Loss or Damages

Warracknabeal Secondary College and the Department of Education and Training (DET) does not hold insurance for personal property bought to school and it will not pay for any losses, damage or misuse of such property.

Student Responsibilities

The student is responsible for:

- Taking their devices home each night. Note: Devices are not to be left in lockers overnight.
- Bringing the device to school fully charged. NOTE: Students are not permitted to charge devices in class.
- Adhering to the school’s Acceptable Use Agreement when using digital technologies.
- Backing up their data securely.
- Maintaining a current virus and spam protection program

Inappropriate use

- Any student found acting in breach of these guidelines will be subject to consequences as outlined in the college’s Student Engagement and Wellbeing Policy
- For ongoing infringements of this agreement, Parents/Guardians will be contacted and a meeting with the appropriate Co-ordinator, with support the Principal or Assistant Principal, will be arranged.

The Co-ordinator and Assistant Principal will determine sanctions that will apply for more serious breaches of these guidelines. This may include withdrawing the privilege of a student having an electronic device at the College and/or other disciplinary action as appropriate.
WSC OWNED DEVICES

There are a limited number of WSC owned devices available for short term loan (i.e. while your own device is being repaired)

Students must
- Treat the device with care and return it in the condition in which it was received
- Return the item on time as per the agreed timeframe
- Notify the technician of any faults or repairs requiring attention
- Transport and store the device and any accessories in the case or bag provided.

CLOUD BASED FILE STORAGE AND APPS

Cloud Based File Storage and Apps (such as Google Apps For Education) are valuable tools for students and staff wishing to collaborate, save, edit and distribute content to others. All Students and Staff are encouraged to use these services and to take advantage of their special features.
- Use appropriate care when sharing information, your online content may contain personal or private information that should not be shared. Do not reveal your personal address or the phone numbers of students or colleagues, take care with any distributed photography that the Subject/s is/are aware of the photo and agree to the publication of.
- Cloud Based content is not guaranteed to be private. System administrators do have access to your School based online content. Anything relating to illegal activities may be reported to the authorities.

WSC SOCIAL MEDIA:

Material placed on WSC Social Media sites must:
- Be checked for appropriateness and (as far as possible) accuracy
- Not violate copyright
- Have the written permission of a Parent/Guardian (if the parent/guardian has requested such a veto)
- Not contain the home address or home phone number of an individual
- Not contain the email address or web address of a student unless specifically required and requested.

Links to sites beyond the school site must be checked for appropriate content. It must be recognised that the content of external sites may change after links have been made, and the college cannot be held responsible for the content of linked sites, but the college will exercise all due care to ensure no objectionable material is directly accessible via links on our sites.

POLICY REVIEW:

This policy will be reviewed bi-annually as part of the school’s review cycle

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<th>Ratified by School Council</th>
<th>Date: 25/06/18</th>
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STUDENT DECLARATION

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School’s policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user; nor use a VPN (Virtual Private Network) to bypass the protected school network
- Nor attempting to log into the network with a user name or password of another student.
- I will hand over or turn off my device when requested to by a staff member or in accordance with agreed classroom procedures.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

- Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.
- Agreeing to hand in my mobile phone when requested to do so by member of staff

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

SIGNATURES

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: ____________________________

Network Login Name: ______________________

Student signature: _________________________

Parent/Guardian Name: ______________________

Parent/Guardian Signature: __________________

Date: ___________________________