

# **Korumburra Secondary College Acceptable Use Agreement for all digital technologies (including software and hardware)**

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**Korumburra Secondary College (KSC)** believes the teaching of responsible online behaviour and digital citizenship is essential in the lives of students and is best taught in partnership between home and school.

The use of digital devices and points of access to e-mail and Internet services at Korumburra Secondary College is provided to students in order to support their educational needs. These digital devices and services are educational tools and must be used in a responsible manner.

This policy recognises that there are constant advances and changes in the use of technology (e.g. software, apps, information sharing, social media platforms, new devices etc and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology.

Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices "BYOD") to access resources, communicate and interact with others.

- Online behaviour should at all times demonstrate respect for others
- It is never acceptable to use digital devices to harass, bully or humiliate others

This Policy informs parents and students of our school's expectations when students are using the devices and services provided whether by the school or BYOD, and when using their personal equipment to communicate with or about members of the wider school community.

Students whose actions contradict this policy will be subject to the school's Student Engagement and Well being Policy. This may include the withdrawal of access to online\digital services. Unacceptable/illegal material will be supplied to the appropriate authorities at the discretion of the KSC Senior Leadership Team.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school. School devices or BYOD may be taken or accessed where there is a reasonable belief that:

- There has been or may be a breach of the school rules or policy
- There may be a threat of harm to a student or others or system security.

Students will cooperate with a direction from the school in providing access to the BYOD (netbook device or mobile phone).

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

## **School support for the safe and responsible use of digital technologies**

Korumburra Secondary College uses internet and digital technologies as teaching and learning tools. They are valuable resources, but we acknowledge they must be used responsibly.

At Korumburra Secondary College we:

- provide a filtered internet service
- have a Code of Conduct in place that outline the values of the school and expected behaviours of students and staff. This Code of Conduct applies also to the use digital technology and the internet
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- support cyber safety and promote this at school and outside of school
- use mobile technologies for educational purposes
- provide support to parents/carers to understand this agreement

- work with students to outline and reinforce the expected behaviours

## **CYBERSAFETY REQUIREMENTS**

This policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying' (See below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

### **1. When using school and personal devices and services students will:**

- ensure that they access the Internet only within the school proxy and filtering system provided
- ensure that communication through Internet and email services is related to learning
- keep passwords confidential, current and private
- log off at the end of each session to ensure that nobody else can use their account
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private
- use appropriate privacy controls for all internet and app based activities. i.e. location settings
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

### **2. When using the school services or personal mobile phones (or similar personal equipment) students will not, and will not attempt to:**

- disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites
- disable system installed apps eg. Virus protection
- allow others to use their personal accounts
- deliberately use the digital identity of another person to send messages to others or for any other purposes
- enter 'chat' or 'social networking' internet sites without the permission of a teacher
- intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- damage or disable computers, computer systems or networks or distribute damaging files or viruses
- disclose personal information about another person (including name, address, photos, phone numbers)
- distribute or use information which is copyrighted without proper permission
- take photos or video of members of the school community without their consent

### **3. When using ICT to communicate or publish digital content students will never include;**

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- threatening, bullying or harassing material or make unreasonable demands
- sexually explicit or sexually suggestive material or correspondence
- false or defamatory information about a person or organisation
- the school name or crest without the written permission of the Principal.
- 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

## USE OF DEVICES

### School Owned Devices

Students and their families who use a school owned device (either borrowed daily from library, or on short term loan) have the following responsibilities:

- To care for the laptop / device to the best of their ability.
- To keep the laptop / device secure and protect it from any malicious damage.
- To replace or repair any damaged, lost or stolen laptop / device at their own cost.
- To return the school owned lap at the appropriate time. Library netbooks are to be returned each day, and are not to leave school grounds).

### Student owned devices - purchased via the LWT portal or school lease program:

- The school's ICT department will be able to assist with day to day educational software issues.
- Students are responsible for keeping their device virus free, and ensuring that software required for learning is installed and up to date.
- For the majority of issues, including software issues, the ICT department will undertake a "clean install" of the system software. It is the responsibility of students for the regular backing up of school work on a weekly if not daily basis.
- Any insurance claims will be assisted by the school's ICT department, but any excess payments will need to be paid before repaired device is returned to student.
- In the event of willful or accidental damage not covered by the warranty, the student will be responsible for payment of repair costs.
- In the event of any damage not covered by insurance, the student will be responsible for payment of repair costs.
- Once the device is outside the manufacturer's warranty, Korumburra Secondary College is not responsible for assistance in repairing the device and any further maintenance or repair costs will be met by the student's family.

### For all other BYOD devices :

- There will only be a limited amount of technical support available for wifi connectivity and/or educational software issues
- Students are responsible for keeping their device virus free, and ensuring that software required for learning is installed and up to date.
- Hardware issues will usually be covered by the manufacturer warranty and must be organised by the student's family.
- Any damage to the device which requires insurance or repair will be organised by the student's family.

### Netbook Readiness

It is the students responsibility to bring a laptop / device to each class in readiness for use in learning activities. This includes;

- having the battery charged and digital files effectively managed.
- ensuring that borrowed devices have sufficient battery charge to last the day, and if it is running low to arrange for a charger or replacement battery during recess or lunch time only
- organising a borrowed netbook before class in the event that their own device is unable to be used
- ensuring that all required software is installed and up to date prior to class

## Mobile Phones

At Korumburra Secondary College, staff teams make decisions about mobile phone and tablet use. In general, the following principles need to be observed:

- keep the device on silent and out of sight during class times – preferably left in your locker
- turn any device on only when directed by teachers and put screen of computers half-mast when teachers are giving instructions, or someone is talking to the whole class
- only make or answer calls and messages outside of lesson times – except for approved learning purposes
- 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 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.

KSC reserves the right to confiscate any device which is being used inappropriately, and may view student content/data in order to investigate breaches of this policy.

### Student Agreement

I have read and discussed this policy with my parent / carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

### Parent Agreement

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Student Engagement and Wellbeing Policy and that we will be responsible for replacing or repairing a school issued laptop / device that may be damaged, lost or stolen.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## ICT Online Services (Office 365)

### INFORMATION

Our school is planning to use online services listed below in the classroom.

- Microsoft Office 365 – Online Programs, Storage/Email and Collaboration.
- EduSTAR Catalogue

#### 1. All Students

We seek your consent for your child to use any of the above stated online services as sensitive information may be collected about your child. While the majority of information is stored within Australia, Yammer will store information outside Australia. The information is also subject to that country's jurisdiction.

This consent is to be read in conjunction with the following additional information:

- a) Microsoft Office 365 factsheet

#### School Website – Resources - Parents

##### What we need from you:

Whilst we are keen to see whole classes experience the benefits of online services, if you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

##### Parental access

You can access personal information held by the Department of Education and Training (Department) about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014 (Victoria)*.

##### Providing a safe environment

As with all online activities, use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to Parent information on the Australian Government's Stay Smart Online website:

<https://www.esafety.gov.au/>

### Student responsibilities:

When using all digital technologies, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

### About Privacy

Protecting your child and your privacy is important. Your child's, your and your family's personal and sensitive information may be collected, used, stored and disclosed as part of your child utilising online services in the classroom. It is important that you read how this happens with respect to each online service in the additional information provided.

Consent for student use of online services

### By approving this form you confirm that:

- You have received and read this Online Service Privacy Information and Consent Form and the additional information.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time in writing.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

By approving this form I agree that I have read the information about the offered online services and provide permission for my child to access the following services:

Online Services
SharePoint Online, including Project Online
OneDrive for Business
Office Web Apps
Yammer
Office Video
Office 365 Email Services
EduStar Software Catalogue