



# Somerville Secondary College

## Student Learning Device (SLD)

### Acceptable Use Agreement

Somerville Secondary College 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.

21<sup>st</sup> 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.

At Somerville Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement 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;
  - [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- 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;
- provide support to parents/carers to understand this agreement;
- provide support around appropriate use of online collaboration resources (e.g. WebEx, MS Teams, Google Classroom);
- 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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)



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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 attempting 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;
- do not release information around educational collaboration tools to 3<sup>rd</sup> parties (e.g. WebEx or Teams meeting IDs);

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.

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities.



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## Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use? Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers? When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Encourage your child to set their space to 'private' if they use a social networking site like Facebook (they are then in control of who can contact them and access their information). Ensure that all internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc

I acknowledge and agree to follow these rules. I understand that the principal has the right to revoke my access to the internet and technology resources if I do not behave responsibly.

### Student Learning Device (SLD) Acceptable Use Agreement

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 in the event of any breach of these conditions, the principal has the right to suspend or revoke internet and mobile technology access privileges.

Student Name \_\_\_\_\_ Year \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have any concerns about this agreement, please contact the principal.

For further support with online issues, students can call Kids Helpline on 1800 55 1800.

Parents/Guardians can call Parentline 13 2289 or visit <http://www.cybersmart.gov.au/report.aspx>