

St Mary MacKillop College

Digital Technologies

Student Acceptable Use Agreement

Overview

St Mary MacKillop College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

The overall goal of the School in this matter is to create and maintain an acceptable digital culture which is in keeping the gospel values of the School as well as legal and professional obligations.

Definition of Digital Technologies

This Acceptable Use Agreement applies to 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. desktops, laptops, tablets, printers, scanners, cameras)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and ICON (Integrated Online Catholic Network) facilities
- Social networking sites
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia, Wikispaces)
- Vodcasts (video podcasts) and podcasts (only audio)
- Video conferences and web conferences.

Section A: School Profile Statement

At St Mary MacKillop College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies, procedures and guidelines that clearly state our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be fully guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Monitor student use of ICT and Internet and network services.

Section B: Student Declaration

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, during school excursions, camps and extra-curricular activities.

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 College's behavioural policies if I do not behave appropriately. (E.g. see Section C below.)

I understand that I cannot use any school digital equipment until my parent/guardian and I have read, discussed and signed my Acceptable Use Agreement (see Section E).

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

- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Not allowing other students to use my network/Internet account
- Not using any other wireless Internet broadband other than the filtered services offered by the College
- Not using any means whatsoever to bypass the schools filtering services (e.g. use of Internet proxies etc.)
- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not bringing to school or downloading unauthorised programs, including games, bittorrent or file sharing software (this list is not exhaustive)
- Not broadcasting or emailing messages to a large number of users unless with permission from a staff member
- Not using the Internet for any purpose involving any type of trading (e.g. any financial dealings, bartering etc.), unless authorized to do so by a school authority (e.g. senior students in relation to matters concerning Victorian Tertiary Admissions Centre process)
- Only using mobile digital devices, such as phones, at times and in areas where I am permitted to during the day
- Following the directions of the teacher on the mobile device's appropriate and responsible use
- Investigating the terms and conditions of digital use at St Mary MacKillop College. If my understanding is unclear I will seek further explanation from a trusted adult.

Section C: Consequences for Breaching the Student Acceptable Use Agreement

Off task behaviour using ICT devices during class such as playing games and browsing the Web is deemed to be a behavioural issue best managed by the class teacher. Teachers are equipped with the technology to monitor student use of computers within the school.

Repeated misuse may result in the student being unable to access computers for that subject for a specified period of time as determined by the teacher with support from the House Leader as required.

Examples of behaviour that constitute a breach of the Student Acceptable Use Agreement –

Accessing and/or duplicating files belonging to another student or staff member

Downloading and storing illegal games, music or movies on the school issued device

Accessing pornography or otherwise inappropriate materials or images

Distributing pornography or otherwise inappropriate materials or images

Using digital technology to bully, isolate, exclude or defame a student or member of staff

Accessing Social Media during the school day using the school network or technology facilities within school grounds.

1st Offence: Access will be denied to Internet and/or Network services until the student completes an "Application for Reinstatement" form.

2nd Offence: Access will be denied to Internet and/or Network services until the student completes an "Application for Reinstatement" form. An after-school detention will be given. If this is a repetitive illegal software issue, that causes device failure or possibly endangers our network as determined by ICT Services, then a loss of device administrative rights until the yearly major re-image process, will also occur.

3rd Offence: Reinstatement will be negotiated only at the conclusion of an interview between the House Leader and /or the Deputy Principal, the student and student's Parent/Guardian.

*** Please note that these consequences may affect the student's educational outcomes of the St Mary MacKillop College curriculum. The level of the offence may be deemed to be outside or not part of the sequencing of these consequences given the severity and impact of the student's action. (E.g. deliberate destruction of school equipment may incur a payment for repair as well as any of the above)

Section D: Monitoring

I understand the College reserves the right to monitor and log the use of its digital facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Student use of College digital facilities must be related to school work. Access to and time spent using many of these facilities is automatically logged.

Student Agreement

I have read and understand the Student Acceptable Use Agreement for Digital Technologies. I will use the school's digital equipment, internal and external network services (e.g. Internet, school network) in a responsible way and obey these rules. I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of network access and/or internet access for some time, as determined by the School. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Student's Name: (print)

Signature:

Date:

Parent/Guardian Agreement

I understand that St Mary MacKillop College provides students with access to digital technologies, internet and network services that may include the internet, intranet and e-mail, to enhance teaching and learning.

I agree to (student's name)..... using the internet and network services at the school for educational purposes in accordance with the Student Acceptable Use Agreement.

I understand that the school cannot control what is on the internet and that some materials on the Internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material through its filtering services. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the Internet under the School's Acceptable User Agreement. I understand that students breaking this agreement will be subject to appropriate action by the school. This may include the loss of internet and / or network services access for some time, as determined by the School.

Parent (Father)/Guardian name (print):

Parent (Father)/Guardian signature:Dated:

Parent (Mother)/Guardian name (print):

Parent(Mother)/Guardian signature: Dated:

One parent/guardian signature is acceptable if circumstances do not allow for both parents/guardians to sign.

Access to the network & Internet will only be provided on receipt of the signed Acceptable User Agreement