

[Appendix 1]

Acceptable Use and Cyber Safety Agreement

St Mary MacKillop College supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community as outlined in the DOBCEL Digital Technologies Policy. The school is committed to the pursuit of excellence in learning and teaching, where technology is being integrated as an effective tool to achieve this goal.

The School:

- Provides all students with digital technology for educational use
- Educates students to be safe and responsible users of digital technologies
- Raises students' awareness of issues such as online privacy, intellectual property and copyright
- Supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities
- Provides a filtered internet service but acknowledges that full protection from inappropriate content can never be guaranteed
- Responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- Implements the procedures in the *DOBCEL Behaviour Management Policy and Procedures* when students are not following the school's expectations of safe and responsible use of the internet and digital technology
- Is required to report illegal online activities to the appropriate authorities
- Supports parents/guardians to understand the safe and responsible use of digital technologies and the potential issues and the strategies that they can implement at home to support their child as well as disseminating the Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure that the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the following conditions together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cyber Safety Agreement. This agreement covers a student's use of technology equipment (for example, computers, hand-held devices, cameras and printers) and digital platforms (for example, the internet, networks and email, social media, applications and software).

Students

General Use

- I will respect and take care of the computer equipment at all times. This means that I will not have food or drink whilst using them.
- I will only use the school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- I understand that if I bring a phone or device to school I am required to follow all instructions from my teacher.

Network

- I will only use software or applications purchased or approved by the school and installed by the school.
- I will not under any circumstances interfere 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.
- I will not under any circumstances access or delete personal files belonging to others, or delete any software or areas of the network that have not been designated for my use.
- I will only use the data storage options as directed by my teacher and only store documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately.

Internet

- I will only access the internet during class time. I understand that I cannot access the internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not attempt to obtain the passwords of others.
- I will use the school's digital technology facilities, specifically the internet, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and the material from websites at all times.
- I will not provide my personal details, or any other student's personal details, on the internet under any circumstances.
- I understand that the school has access to all students' logs.
- I will not attempt to search for and use material that is non-educational, illegal, or which would be thought of as offensive.
- If I unknowingly navigate to a website that contains material that could be considered offensive, I will immediately notify the teacher. The IT administrator will then block this site. I understand that the school network is filtered so that offensive material cannot be accessed.
- I will only use the school e-mail system for educational purposes and not for personal use.
- I will not use 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).
- As a responsible user of the technology facilities at school, I will follow the rules set by the teacher based on the Digital Technology Policy.
- I understand that if I have broken these rules, I may lose access to technology and my parents will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

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 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)

PARENTS

- I have discussed this agreement with my child.
- I will monitor my child's technology use at home.
- When engaging with the school using digital technology, I will not send any inappropriate text, images or recordings.
- I have read the DOBCEL Digital Technologies Policy (available on the St Mary MacKillop College website - <https://smmc.vic.edu.au/>) and have also discussed the policy with my child.
- I will not engage in unauthorised sites that appear to have the school name or post confidential or embarrassing information or images about a member of the school community.
- I understand that I must not take and/or post photos of a school event that have children for whom I am not a parent or guardian without permission from the child/children's parent.
- I will adhere to child safe practices as outlined in the school's Child Safety and Wellbeing Policy (available on the St Mary MacKillop College website - <https://smmc.vic.edu.au/>).
- I understand that if I do not adhere to the school policy, it may lead to suspension or termination of my access to the school's technology facilities and internet. Police will be informed if the violation may have broken any law.

I declare that my child and I have read, discussed and understood the Acceptable Use and Cyber Safety Agreement and hereby give permission for him/her to use the school's technology facilities and internet. I accept the terms of this agreement.

Student's Name: _____

Signature: _____ **Class:** _____

Date: _____

Parent/Guardian's name: _____

Signature: _____

Date: _____