



Rationale

Access to digital technologies – including email, intranet systems, software, applications, collaboration tools and online services – are provided to students and staff in DOBCEL schools as digital information and communication are important mediums for contemporary learning and teaching and administration. Levels of protection for child safety in the use of any technology are also required, which means that the technologies used in classrooms will be appropriate to the age and development of students.

[Ministerial Order 1359- Implementing the Child Safe Standards- Managing the Risk of Child Abuse in Schools and School Boarding Premises](#) outlines the requirements for schools to provide safe physical and online environments. Technologies will be used to support learning and the development of networks within and between DOBCEL and other schools for learning and teaching programs and professional learning. They will also enable effective communication with parents and allow them to participate in their children's education, working in partnership with teachers.

DOBCEL schools, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment. In using and managing internet and network services, students and staff at DOBCEL schools are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human being.

Background

DOBCEL has embedded technology in its workplaces and schools. It is important that this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision. DOBCEL believes that the use of digital technologies in schools facilitates the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as young adults.

Scope

This policy was developed by the DOBCEL Board for use in DOBCEL schools. The policy applies to all members of DOBCEL school communities in relation to their use of digital technologies. It is relevant to all computers, electronic devices, internet and network services, information and communication technologies, collaboration tools, email, applications and online services provided, operated or managed by DOBCEL or a DOBCEL school.

Definitions

For the purpose of this policy:

Digital technologies are defined as being any networks, systems, online services, software or hardware including electronic devices and applications that allow a user to access, receive, view, record, store, communicate, copy or send any digital information such as text, images, audio, or video. It includes the use of technology such as email, internet, intranet, phone, mobile device, social media sites, applications, online discussion and chat facilities, collaboration tools, copying and printing.

Grooming is when a person engages in predatory conduct to prepare a child or a young person for sexual activity at a later time. Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

School environment means any of the following physical, online or virtual places, used during or outside school hours:

- a) A campus of the school
- b) Online or virtual school environments made available or authorized by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)
- c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 1. Camps
 2. Approved homestay accommodation;
 3. Delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or sporting events, excursions, competitions or other events.

Source: [Ministerial Order 1359](#)

Policy Statement

All DOBCEL schools will promote educational excellence and enhance the student learning environment through the use of a range of technological and multimedia equipment. Each school will develop its own procedures and protocols aligned with this policy. Schools should consider including information related to the ownership and use of equipment, the support provided by the school, etc.

Students in DOBCEL schools will experience how information can be acquired, processed, stored, retrieved, manipulated, presented and communicated to others. Schools have an important role in preparing students for online communities:

1. This policy will be made available on all school websites and reference to the policy will be made in staff and parent handbooks
2. As a cultural norm, the education of students in the intelligent, safe and responsible use of digital technologies is imperative
3. Curriculum areas and learning can be enhanced by providing access to current and appropriate educational resources using digital technologies and platforms
4. Students will be introduced to ways of safely using digital technologies, which will encourage them to experiment as creators, communicators and publishers
5. Equity of access to digital technologies is provided to all students
6. Students will be educated on the rapidly changing and ever-increasing role that digital technologies play in society and education and how such technologies can be used safely and appropriately
7. All students will be inducted each year on the *Digital Technologies Policy* requirements
8. Students, parents and staff are required to sign the *Digital Technology: Acceptable Use and Cyber Safety Agreement (Appendix 1)*

9. School staff, in conjunction with the principal, will identify digital technologies and cybersafety risk management issues and follow the protocols for managing, recording, monitoring and minimising risks for students
10. The principal will report any serious non-compliance or incidents of cyberbullying to the CEB Education Consultant who will provide advice
11. Schools should also consider guidelines for the use of mobile phones by students whilst at school
12. A risk assessment undertaken by the school will identify possible risks of child abuse and harm in online environments connected with the school
13. Risk management plans list the actions the school will take to prevent or reduce each identified risk of child abuse and harm. The Safeguarding Students and Young People Code of Conduct and Child Safety and Wellbeing Policy identify how the school can keep children safe in online environments, with specific reference to higher-risk activities such as the potential for online grooming
14. Procurement policies regarding engaging third-party contractors set out processes to protect children from the risk of child abuse and harm from contractors, such as requiring compliance with the school's Safeguarding Students and Young People Code of Conduct and Child Safety and Wellbeing Policy.

All students and staff at DOBCEL schools are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever DOBCEL school equipment or communication lines are used, including use from home or other non-school locations and when a private account is used.

Non-Compliance with This Policy

Disciplinary action may be undertaken by DOBCEL against any student or staff member who is found to be inappropriately using the provided internet service, or any network services, electronic devices or mobile devices. The principal will determine the disciplinary measures to be undertaken in accordance with this policy as well as other policies and guidelines. These measures may be outlined in student/parent/staff handbooks and the Acceptable User and Cyber Safety Agreement for students of the school.

Relevant Legislation

The use and provision of technology must not contravene the following legislation:

- Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.
- *Child Wellbeing and Safety Act 2005 (Vic) – CECV Child Safety Commitment Statement*
- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1975*
- *Gender Discrimination Act 1984*
- *Equal Opportunity Act 2010 (Vic)*
- *Crimes Amendment (Bullying) Act 2011*

- *Commonwealth Privacy Act 1988*

Key Related Documents

- [insert school] Digital Technology Procedures
- Assessment and Reporting Policy
- Duty of Care – Supervision of Students
- Learning and Teaching Policy
- [insert school] Child Safety & Wellbeing Policy
- Privacy Policy
- Behaviour Management Policy
- [insert school] Bullying Prevention (including Cyberbullying) Policy

Appendix 1 – Digital Technology: Acceptable Use and Cyber-safety Agreement.

St Mary MacKillop College Digital Technologies Procedures

- While staff, students and the school community will have access (as deemed appropriate) to electronic resources, this is a privilege not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the diocesan vision.
- Electronic resources are provided for work and education purposes.
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication utilised.
- At all times child safety requirements and processes are to be considered in any use of technology.
- All persons must sign the “Digital Technology: *Acceptable Use and Cyber-safety Agreement*”. (See Appendix 1)

Implementation

- All staff will receive training about online safety and be able to recognise and respond to online safety issues.
- Staff, students and parents must annually sign the *Digital Technology: Acceptable use and Cyber-safety Agreement* each year in order to access the technology resources.
- All users are to comply with the policy and any diocesan and government legislation (such as Child Safety Standards, copyright, discrimination, defamation and privacy laws) in the use of technology.
- An audit of technology use will be conducted each term, or as required.
- Inappropriate material (including pornography) must not be accessed, downloaded, transmitted or posted.
- Communication and feedback between students, parents and staff via electronic media must be appropriate at all times.
- Electronic media must not be used for gambling purposes.
- Personal use for staff is restricted and limited. It must not take place during teaching or classroom time. Access must not interfere with work obligations or while supervising students (unless an emergency call to services or administration is required).
- Student and school community use is limited to educational use for engaging in student learning
- Email correspondence must contain the appropriate disclaimer.
- Downloaded files must be checked and be virus free.
- All digital content stored and produced remains the property of the employer.
- Privacy and confidentiality must be considered in forwarding or providing access to electronic communication. Permission from the sender should be sought. Staff should ensure that personal information is kept private.

- Correspondence such as email is not necessarily kept confidential when sent to an external party and can be forwarded on or accessed by others without the writer's knowledge. It is important to check whether it is appropriate to send confidential information electronically.
- Communication via chat rooms, social media, email and text messages should always have appropriate content, images (if used) and language. They must not embarrass the organization's reputation or be construed as bullying or harassing, or embarrassing someone.
- Violation of the policy may include:
 - informing police after an initial investigation
 - For students: restriction or suspension of use for a set period of time or in the case of a serious breach suspension from school following appropriate procedures outlined in the Behaviour Management Policy
 - For parents/school community: restriction or suspension of use and access for a set period. In the case of a serious breach this may be permanent.
 - For staff: informing VIT (teachers) or performance/disciplinary processes that may lead to termination of employment.
- Regular reminders about acceptable use of technology will be communicated to staff and parents/carers via newsletters, bulletins and meetings.
- All school and CEB sites have a web filtering system in place to ensure inappropriate material cannot be accessed at school.

Learning and Teaching

- The learning environment must foster student confidence to report to staff if they have seen or received anything that has made them uncomfortable or threatened. This should always be followed up in a timely manner.
- Learning and teaching practices, strategies and technologies are effectively incorporated into learning process and are used by teachers and students (see Learning and Teaching Policy).
- Teachers have clear processes and practices and scaffold learning to manage classroom and online behaviour and respond appropriately to any incidents that may arise.
- Teachers provide students with an understanding of appropriate sites and materials and a process to follow if an inappropriate site/material opens.
- The school cannot filter Internet content accessed by a student from home, from other locations away from school or on mobile devices owned by students. The school recommends the use of appropriate Internet filtering software on such devices.
- Teachers develop a curriculum scope and sequence for cyber safety that includes teaching safe, responsible and ethical online behaviours (see Duty of Care Policy, Anti-bullying [including cyberbullying] and Anti-harassment Policy). The scope and sequence is consistent with the Victorian government requirements for curriculum (see Learning and Teaching Policy).
- Copyright and privacy laws and other legislation must not be breached in using the Internet and in posting material onto sites.
- The leadership team will monitor the cyber safety curriculum and professional learning requirements for all staff.
- Electronic teaching materials and sites used by teachers are to enhance learning and must be appropriate.

- There will be regular communication to staff, students and school community on policies and procedures that foster a safe classroom environment. Information will be available on school website, Staff and Parent Handbooks. Teachers will also discuss issues and procedures with parents/carers in informal meetings and information nights.
- Students will engage, as part of their learning, in using the internet which will include accessing sites such as websites, electronic chats (social media), bulletins, educational apps and classrooms (such as Google Classroom) and the use of email.
- Teachers will provide guidance as to which sites can be accessed and programs that can be downloaded on to school devices. Teachers will develop processes for students to follow if they access an inappropriate site or are confronted with material or text that makes them uncomfortable.
- Teachers will use educational resources such as the Office of Children's eSafety Commissioner at <https://www.esafety.gov.au/> to develop student knowledge, skills and capabilities in cyber safety.
- Students must not post any inappropriate texts or images or engage in bullying or harassment through the use of these sites or in using email. Students must not download any unauthorised programs.
- Schools use Google Classroom. Teachers at all times will engage in a professional manner in responding to student messages, student work and in providing appropriate materials.
- Parents will be provided access to Google Classroom to communicate with teachers and view their own child's work and feedback. Parents at all times must communicate appropriately when using this or other modes of communication with the school.
- All families receive a copy of the *Digital Technology: Acceptable Use and Cyber Safety Agreement* annually. Parents are asked to read the agreement with their children and sign the agreement. This is returned to the school (Refer also to Anti- bullying and Anti- harassment Policy).

School electronic equipment and devices

- Students are expected to use school equipment and devices safely and with care.
- Teachers will induct students on how to safely use and look after any electronic equipment or device.
- Students must not download programs on to school equipment or devices without the permission of the teacher.
- The device must be returned the next day to the teacher and must be fully charged. The student is not permitted to download any programs onto the device or access inappropriate sites. It can only be used for the educational purpose for the loan. Teachers must check the device when it is returned; that it is not damaged or has unauthorised programs/apps on it.

Social Media

- The use of social media is used by members of the school community as a social tool and is commonly used to express views, comments, and ideas on a range of issues.
- Students, as part of the educational program, will engage, from time to time, in electronic chats to share their learning, pose questions and provide feedback to other students. This interaction may occur with students within their own classroom, classes in the school or students in another school.
- Teachers will have access to these sites and will monitor that the content is appropriate and that students are not engaging in anti-social behaviour such as cyberbullying.

- Teachers are not permitted to engage in other social media (non-school) where students participate.
- It is expected that all members of the school community when engaging with each other through using social media behave in such a manner that:
 - the welfare of all members of the school is not adversely impacted upon.
 - the reputation of the school is not negatively affected or brought into disrepute
 - personal information is kept private
 - uploading or posting inappropriate content on any space or sight does not occur.
- Social media sites (other than those established for student learning under the supervision of a teacher) utilizing the school name must not be established, unless the principal gives permission. This permission would only be for a specific school purpose. If the site is not used appropriately according to the requirements for its use, it will be closed down.
- When using social media, it is expected that members of the school community will:
 - demonstrate appropriate personal and professional boundaries and behaviours
 - ensure online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face
 - respect the rights, privacy and confidentiality of others.
 - ensure all content published is accurate and not misleading
 - not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, or is otherwise unlawful.
 - not infringe on copyright or cause damage to the reputation of the school, or bring it into disrepute.

Mobile Phones/Devices

At St Mary MacKillop College we recognise that mobile phones/devices enrich our lives when used appropriately and that we encourage critical and creative use of technological resources. This policy provides staff, students and parents with guidelines and instructions for the appropriate use of mobile technology during school hours.

The increased ownership of mobile technology requires that school staff, teachers, students and parents take steps to ensure they are used responsibly.

It is at the parent/guardian's discretion as to whether their child brings a mobile phone/device to school. If a student does bring a mobile phone/device to school, they are agreeing to comply with our College Digital User Agreement. Parents may wish their child to carry a mobile phone/device for personal safety reasons, however, the right of a student to have access to a mobile phone/device at the College must be balanced with the responsibility to use it appropriately.

Students who bring a mobile phone/device to the College do so at their own risk and any loss, damage or theft of their mobile phone/device is their responsibility (each student has a lockable locker). Students who bring a mobile phone/device onto school premises are encouraged to leave it in their locker.

Acceptable Use - During school hours

Students:

- Will keep their mobile devices switched off or on do not disturb between the hours of 8:45am and 3:20pm.
- Can use their mobile phone/device appropriately before school and after school.

- May use their mobile phone/device on excursions as directed by the organising teacher.
- Must place their mobile phone/device in a basket at the front of the class if brought to class. Students are encouraged to leave mobile phones in their locker.
- Year 12 students may use ear buds/earphones connected to their laptop in the Year 12 Common Room or LRC, whilst in study lessons. Music/sound must not be able to be heard by other students.

Unacceptable use - During School hours

Students must not:

- Use their mobile phone/device between the times of 8:45am and 3:20pm, unless under the direction/supervision of a teacher.
- Have their mobile phone/device on their person in class. Mobile phones/devices are best left in lockers. If brought to class, mobile phones/devices must be placed in a basket at the front of the class.
- Use non-school wifi to access the mobile network. This includes the use of a smartwatch or other device with access to mobile broadband.
- Use mobile phones/devices in spaces such as changing rooms, toilets, gym and swimming pools.
- Take photos, film or stream any individual or group and their activities without their knowledge or permission and the consent of the college.
- Upload or share any photo or video files to social media sites.
- Use mobile phones/devices to send harassing or threatening messages.
- Access inappropriate or illegal materials or bring the college or any member of its community into disrepute.
- Have their mobile phone/device visible or turned on at any College gatherings and events, e.g assemblies, masses, sports days, productions.
- Take their phone/device into any examination.

Staff Responsibilities

All staff are responsible to:

- Model appropriate behaviour at all times;
 - Only check mobile phones/devices when not in class
 - Use their mobile phone/device as a work tool and resources i.e. Staff are encouraged to carry mobile phones on yard duty in case of emergency
 - Use mobile phones/devices in the classroom for educational purposes only
- Ensure all students are provided with Digital User Agreements. That they understand them and that they understand that they will face disciplinary action in the event they misuse ICT equipment and devices.
- Be vigilant in monitoring students when using mobile phones/devices.
- Ensure that mobile phones/devices are not visible, or used in class, exams or assessments unless required for educational purposes.
- Be consistent and deal with all reported and observed incidents of inappropriate mobile phone/device use.

- Ensure that any incident of inappropriate mobile phone/device use that they observe is reported and recorded appropriately in SIMON.
- In the case when mobile phones/devices are used inappropriately it is the responsibility of the staff member to request the student hand in their mobile phone. The mobile phone is to be taken to the Providence Centre, where it will be secured until the student collects it at the end of the day. Repeat offenders, as determined by the House Leader, will be issued with an appropriate consequence e.g. detention.
- Staff are to manage the responsible use of mobile phones/devices while on camps and excursions.

Parent Responsibilities

All parents/guardians are responsible to:

- Model appropriate behaviour at all times.
 - To be mindful that communication through mobile phones/devices disrupts learning throughout the school day
 - To support the school in implementing these conditions of use of a mobile phone/device.
 - Restrict mobile phone/device contact with their child during the school day
 - Monitor the appropriateness of their child's online usage
 - To be aware that students will not be in communication with them across the school day
 - Assist/commit in the education of their child to the proper usage of mobile phones/devices and ICT usage
 - Parents are to be informed that in cases of emergency, the college remains the appropriate point of contact to reach their child quickly.

Consequences

If a student is caught with their mobile phone/device in class or the yard between 8:45am and 3:20pm:

- First instance - the phone/device is confiscated and stored in the Providence Centre and the student may collect the phone/device at the end of the school day.
- Second instance - the phone/device is confiscated and stored in the Providence Centre and the student may collect the phone/device at the end of the day. Parents are notified.
- Third instance - the phone/device is confiscated and stored in the Providence Centre. Parents are notified and asked to collect the phone/device in person.
- Fourth instance - the phone/device is confiscated and stored in the Providence Centre. Parents are notified and asked to attend a meeting with the Deputy Principal and the House Leader to discuss the breach and collect the phone/device. Additional consequences may be discussed at this meeting.

If, on any occasion a student refuses to hand over their mobile phone/device when requested by a teacher, the teacher will request assistance from a senior member of staff e.g. House Leader. If the student still refuses to comply, parents/guardians will be contacted and required to collect their student from the College and make an appointment to resolve the issue.

[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: _____