



DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

PART A: BACKGROUND

The use of IT devices at Torquay College continues to expand. Hence, there is a need for a set of guidelines to assist students, parents and staff to fully understand the responsibilities that accompany their use. Torquay 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. 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 unsupervised.

Torquay College guidelines incorporate a variety of moral, legal and professional issues that need to be addressed. It is important for students, parents/carers and staff to develop the skills necessary to become responsible, reliable and respectful users of Digital technologies. Safe and responsible behaviour is explicitly taught at our school and parents/ carers are requested to reinforce this behaviour at home.

In order to assist this process, the following is a set of guidelines for the safe and responsible use of all digital technologies.

At Torquay P-6 College we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. (Includes any specific programs or approaches the school undertakes.)
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise 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
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authorities

- support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cyber smart:
- Bully stoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
Cyber safety guide - parents (www.cybersmart.gov.au/Parents.aspx)

PART B: SAFE AND RESPONSIBLE BEHAVIOUR

When I use digital technologies and the internet I communicate respectfully by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (Ask students to reflect on how they would feel.)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends information in the same way
- protect my passwords and don't share them with anyone except my parent/carer
- only ever join spaces with my parents/carers or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet, I take care of all digital technology equipment. This means I:

- do not interfere with device settings, network systems and security, the data of another user or attempt to log in with a username of another student
- being careful with the equipment I use.

When I use digital technologies and the internet, I respect myself and others by thinking about what I share online. This means I:

- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult or teacher for help
- protect my friends full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- stop to think about what I post or share online
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use
- only accept friend requests from people I know in real life
- not bring to school or download unauthorized programs (e.g. games, videos, songs).

At school we/ I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.
- I will use this knowledge at school and everywhere I use digital technologies and the internet.

PART C: 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 not limited to):

- School owned ICT devices (e.g. desktops, iPads, laptops, printers, scanners,)
- 1:1 student owned device for

students in years 4-6:

- Email, instant messaging, Internet and the Online Portal
- Social networking sites
- Video and photo sharing websites
- (e.g. Instagram, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Edmodo)
- Video on demand and podcasts.

Many social networking sites (including Facebook, Instagram, Snapchat) require by law that members are over 13 years of age.

Please refer to the Torquay College Digital Technology Policy.

PART D: CONSEQUENCES FOR DISREGARD OF THE ACCEPTABLE USE AGREEMENT BY STUDENTS

Students of Torquay College have a responsibility to use digital technologies sensibly and safely. Should a student fail to follow these guidelines, the following strategies and consequences will be put in place.

- In most instances students will be given a verbal warning before consequences are issued.
- A student who does not fulfil these responsibilities may have his/her rights disabled or altered.
- A parent/student/teacher meeting will be scheduled to discuss then inappropriate behaviour and restore the situation.

RELATED POLICIES AND RESOURCES (AVAILABLE ON THE WEBSITE)

- *Digital Technology Policy*
- *Code of Conduct*
- *Personal Property*
- *Bullying Policy*
- *Mobile Phones – Department Policy*