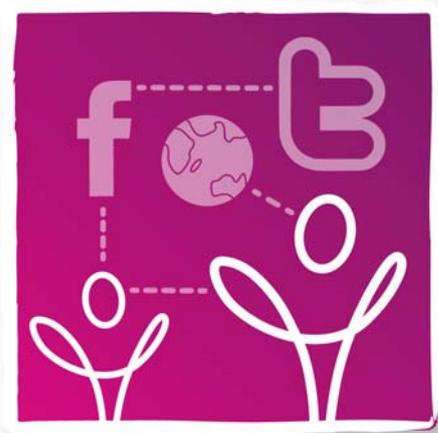# Bring a Specified Device ICT Acceptable Use Agreement
Weeroona College Bendigo

Cybersafety is an important issue for all students. By the time students arrive at secondary school most will already be regular and active users of digital technologies including social media tools such as Facebook.

This Acceptable Use Agreement is to support students to behave safely and responsibly online, both inside and out of school.

Part A: School Profile

Weeroona College Bendigo 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.

Weeroona College Bendigo will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

At Weeroona College Bendigo we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

- Have a Student Engagement & Wellbeing Policy that clearly states 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 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.

![Department of Education and Early Childhood Development logo - State Government Victoria](logo)

Part B: Student Declaration

When I use digital technologies 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 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

- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult

- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details

- 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 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 bringing to school or downloading unauthorised programs, including games.

In additions, when I use my personal mobile phone, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)

- Keeping the device switched off during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)

- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
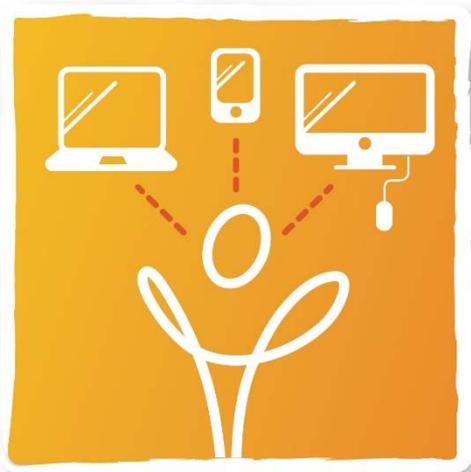
![Department of Education and Early Childhood Development - State Government Victoria]

Part C: Conditions of use for devices

Equipment

Ownership

⇒ The student must bring portable devices fully-charged to school every day.

⇒ Under the BSD program students and their families own the device

⇒ Parents/guardians and students should be aware that files stored on the device, on the school's server or the Weeroona Learning Support Dashboard are not private.

Damage or loss of equipment

⇒ All devices and batteries maintenance are the responsibility of the students and their families. This includes warranty and repairs.

⇒ In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

Standards for device

The student is responsible for:

⇒ Adhering to the school's Acceptable Use Agreement or Student Engagement and Wellbeing Policy when using their machine, both at home and school.

⇒ Backing up data securely.

⇒ Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard.

Part D: Purchasing Arrangements?

3. Cost

(a)   Cost for devices will be paid by parents.

(b)   A eLearning Levy of $50.00 is payable per year to assist with technical support (non-repairs) and printing.

Part E: Student Commitment

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, printers, scanners)

- Student owned devices

- Mobile phones

- Email and instant messaging

- Internet, Intranet and Ultranet

- Social networking sites (e.g. Facebook, SuperClubsPLUS)

- Video and photo sharing websites (e.g. Picasa, Youtube)

- Blogs

- Micro-blogs (e.g. Twitter)

- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)

- Wikis (e.g. Wikipedia)

- Vod and podcasts

- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula 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 Weeroona College Bendigo's Student Engagement & Wellbeing Policy if I do not behave appropriately.

Date:

Student Name:

Name of School Contact:

Phone Number of School Contact:
03 54432133

Parent / Guardian A Signature:

Name of Parent / Guardian A:

Parent / Guardian B Signature:

Name of Parent / Guardian B:

For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call Parentline 132289 or visit **http://www.cybersmart.gov.au/report.aspx**