

## A: School profile statement

At Braybrook College we support 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 and online services and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school 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 behavior
- have an **Online Services OPT-OUT Form** for parents opt-out of having their child's information shared with third-party online services. Students will be unable to use online services in the classroom if consent is removed.
- Student personal and sensitive information will **not** be disclosed for non-school purposes or without parental/guardian consent
- educate our students to be safe and responsible users of digital technologies through Cybersmart programs
- 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 with online services including reviewing and considering the safety and appropriateness of online technologies 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 police
- support parents/guardians to understand safe and responsible use of digital technologies and the potential issues and strategies that they can implement at home to support their child including the provision of this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - [Parents Cybersafety guide](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx).

## B1: School owned devices (Desktops, laptops, printers, scanners and tablets)

### Ownership

- The school retains ownership of the device at all times.
- Parents/students should be aware that files stored on these device, or on the school's server, are not private.

### Damage or loss of equipment

- Any problems, vandalism, damage, loss or theft of a device must be reported immediately to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to school owned devices
- If a device is damaged or lost and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

### User responsibilities

Students are responsible for:

- adhering to this Acceptable Use Agreement and the school's Student Engagement Policy when using the machine, both at home and school.
- adhering to the schools expected use during lunchtime or when not in the classroom.

## B2: BYOD Devices

### Ownership

- The device is owned by the family but is made available for use as part of the school learning program.
- Families should be aware that files stored on the device are private but will be publicly accessed as part of learning programs.

### Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications through the Office 365 in Education program. There is a no cost for this access

### School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts (G Suite for Education)
- all school-based software and associated issues with school applications.
- Software/Hardware issues for devices purchased as part of Option 1 or 3 of the BYOD program

Support **will not** be provided for:

- connecting to home networks, printers, or other devices
- personal email accounts and settings
- Software/Hardware issues for devices purchased as part of Option 2 of the BYOD program

### Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

### User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this **Acceptable Use Agreement** and the school's **Student Engagement Policy** when using the machine, both at home and school
- adhering to the school's expected use during breaks when not in the classroom.

## C: 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 or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) of online services and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- 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.
- Using ICT services for school-related purposes only.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- 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.

## D: Acceptance of the Agreement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and BYOD devices
- email and instant messaging
- internet, intranet
- online services (G Suite for education, Compass, etc)
- forums, discussion boards and groups
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Use of digital technologies as listed above by members of the school community including students, parents, and teachers, implies acceptance of this Acceptable Use Agreement.

Parents/guardians who do not wish their children to comply with this Acceptable Use Agreement must inform the College in order for alternative curriculum arrangements to be made.