



## Acceptable Use Agreement (AUA)

Greensborough College believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> century students spend increasing amounts of time online, learning, communicating 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 no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

### Part A – School Support for the Safe and Responsible Use of Digital Technologies

Greensborough College uses the internet and other digital technologies, such as the College's Wireless Network, as teaching and learning tools. We see the internet, our intranet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and other digital technologies responsibly, both when at school and when using College provided devices outside of school. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Greensborough College we:

- have policies in place that outline the values of the College and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- promote cyber-safety at the College
- use mobile technologies for educational purposes (e.g. podcasts or digital photos from excursions)
- provide support to parents/guardians to understand this agreement
- reinforce that cyber-safe and responsible behaviours are expected from students in their use of digital technology
- will not tolerate any downloading, watching and sharing of sexual images or videos
- reserve the right to amend this agreement at any time without notice
- provide a copy of the latest agreement for parents/guardians to access on the College website – [www.greensc.vic.edu.au](http://www.greensc.vic.edu.au)



## Part B – Student Agreement

### When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher or student wellbeing team member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes only when at school
- use all digital equipment and hardware responsibly, and seek advice/assistance if in doubt
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video, and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- use a secure password that others cannot easily guess or figure out
- not reveal my password to anyone and will change it immediately if someone reveals they know it
- not download or run any unauthorised programs on school computers, including Netbooks

### When I use mobile digital devices, such as mobile phones or portable media players I agree to:

- keep the device on silent and out of sight during class times – except for learning purposes directed from and approved by the classroom teacher
- only use the mobile digital device outside of lesson times and outside of school buildings – except for learning purposes directed from and approved by the classroom teacher
- only make or answer calls and messages outside of lesson times and outside of school buildings
- protect the privacy of others and never post or forward private information about another person using digital means, including Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson activity
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers and other College staff)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- not participate in 'sexting' – that is, sending any image, audio or video of oneself or others considered sexual in nature
- not use a mobile device as a wireless hotspot anywhere within the College grounds, including outside of class time

This also applies during any College sanctioned event, including excursions, camps, and extra-curricular activities.



## Part C – Requirements for Parents/Guardians and Students Using Portable Devices Provided by the College

The use of digital devices at Greensborough College aims to improve student engagement and learning experiences within the classroom. Students will have access to digital devices at various times when directed by their teacher in the classroom to improve student learning experiences.

Digital devices may include, but is not limited to, Netbooks, laptops, cameras, printers, photocopiers and the College network.

The College aims to improve student learning experiences both in and out of the classroom. Greensborough College is making various digital devices available to students in Years 7 – 12 with the expectation that they will make good decisions with regard to their personal use of technology.

**This Acceptable Use Agreement must be signed by both students and parents/guardians, and provided to the College before any device will be issued or permission given to be used.**

### 1. Purpose

Digital devices and technologies are provided as a tool to assist student learning.

### 2. Equipment

#### 2.1 Ownership

2.1.1 The College retains ownership of the device until Parents/Guardians are notified otherwise.

2.1.2 Parents/Guardians and students should be aware that files stored on the device or on the College's network are not private.

#### 2.2 Damage or Loss of Equipment

2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers, for a limited time, manufacturer's defects and normal use of the device. It does not cover negligence, abuse, or malicious damage. The length of the warranty varies based on the device and supplier.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported as soon as practicable to the College's Netbook Service Desk team.

2.2.3 In the case of suspected theft, a police report must be made and a copy of the report provided by the family or to the family, depending on where the suspected theft has occurred.

2.2.4 In the case of loss or accidental damage, a written statement must be made to the Coordinator's by the student responsible and should be signed by a parent/guardian then returned to the College.

2.2.5 If a device is damaged, the technicians will determine whether replacement is appropriate.

2.2.6 If a device is damaged and said damage is not covered by the manufacturer's warranty, or the device is lost or stolen, the parents/guardians of the student responsible must pay to the College the costs of repairing the damage or, if necessary, the costs of replacing the device. A list of approximate replacement part costs will be made available on the College website.

2.2.7 Any unauthorised "personalisation" of the device such as scribing, adding stickers, etc. is strongly discouraged and the parents/guardians of the student responsible must pay to the College the costs of repairing any cosmetic damage occurring due to such personalisation, if requested.



### 2.3 Substitution of Equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the College, its type of replacement will depend upon the replacement policy of the College.

**I have read this Acceptable Use Agreement carefully and understand the significance of the conditions. I acknowledge and agree to abide by these conditions. If I do not act responsibly, I understand that any breach of these conditions will result in my College network and digital technology access privileges being suspended or revoked.**

**Student Name** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Year Level/Home Group:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please note: DO NOT SUBMIT THIS FORM TO THE OFFICE. THE STUDENT MUST HAVE THIS FORM IN THEIR POSSESSION WHEN COLLECTING THE NETBOOK. THIS FORM MUST BE EXCHANGED FOR THE NETBOOK WHEN COLLECTING IT.**

If you have any concerns about this agreement or ideas for making the agreement better contact the DigiTech Coordinator on (03) 9433 2666 or [greensborough.sc@edumail.vic.gov.au](mailto:greensborough.sc@edumail.vic.gov.au) with "DigiTech - AUA" in the subject line.

For further support with online issues:

- Students can call Kids Helpline on 1800 55 1800 or visit <https://esafety.gov.au/esafety-information>
- Parents/guardians can call Parentline 132 289 or visit <https://esafety.gov.au/#>.

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