



# Springside West Secondary College

## Acceptable Use Agreement

### GUIDELINES

Springside West Secondary College regularly undertakes student information sessions and training with regard to safe use of the internet and ICT. At Springside West Secondary College, we believe that ICT and the internet can open up a myriad of opportunities for students to deepen their understanding of the world around them. We also view tools such as compass as an opportunity to organize the school in such a way as to minimize disruption and maximize learning. While students will be accessing the internet with their own devices (BYOD), it is important that they understand that while they are at the school strict policies apply to ICT usage.

### SCHOOL PROFILE STATEMENT

At Springside West Secondary College, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviors we have of our students when using digital or online spaces.

At our School we:

- Have a **Discipline and Behaviour Management Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Educate our students to be safe and responsible users of digital technologies. Springside West Secondary College teaches cyber safety topics in our AYCB program including; avoiding & reporting cyber bullying, managing screen me and respectful usage of online resources.
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - Duty of Care and Supervision  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx) )
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - iParent Office of the Children's eSafety Commissioner  
(<https://www.esafety.gov.au/education-resources/iparent>)

### STUDENT DECLARATION

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user always by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviors);

- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by 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, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the school's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network with a username or password of another student.

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

- Keeping my device always locked inside my locker during the school day.
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent 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/texts, forwarding on messages or using social networks disrespectfully.

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

During Remote learning there are some additional protocols that form part of our Acceptable Use Agreement.

When completing online lessons:

- Engage fully in the online work without any background distractions.
- Utilize break times with a healthy and mindful focus.
- Advise your subject teacher if you are finding the work challenging or requiring further support or enrichment.
- Continue to observe all assessment notifications. Always check Compass for lesson plan instructions or email.

## VIDEO CONFERENCING PROTOCOLS

- The College understands that there are a number of platforms available all with advantages and disadvantages. The College's preferred video conferencing tools are Webex or Microsoft Teams.
- Any case of inappropriate student behaviour during a Video Conference will be reported to a student's Year Level Coordinator or Head of School for immediate action.
- Teachers and students should be conferencing in a public area of your house such as the lounge, kitchen or study wherever possible.
- It is an expectation of the College that each subject in Years 11&12 will host a video conference lesson for each session and for periods 1, 3 & 5 for Years 7-10.
- Video Conferencing sessions will be scheduled by the class teacher with notice prior to the normal timetabled lesson. The invitation details will be posted in the Compass lesson plan. These details should not be shared with anyone else and students should not invite anyone outside of the class into the lesson.
- A video conference may last for 10-20 minutes as a check-in tool or for the entire period in the case of a complex learning tutorial.
- There is to be no filming, recording or sharing content (you cannot take screenshots or record staff members presenting information to you) without permission.
- Students are to be appropriately dressed during video conferences.

- Students must sign in with their full name to identify themselves or they won't be admitted.
- Students are to inform all members of your household that you will be joining a video conference session and that they can be seen (if your camera is on) and heard (if your mic is on).
- Students are to always have their mic muted unless you are contributing to the conversation.
- Email feedback may take longer than normal due to the additional time to prepare for and run video conferencing lessons.

## SIGNATURE

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 the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School contact name for support and /or agreement: \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

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