

Plenty Valley Christian College 	Title: ICT – Acceptable Use Policy & Agreement for Students	
	Document Classification: Policy	Version: 1.0 30/4/2015

ICT – Acceptable Use Policy & Agreement for Students

Plenty Valley Christian College recognises the need for students to be safe, responsible and ethical 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.

The purpose of this Policy and Agreement is to cover the use of digital technologies, social media tools and learning environments established by our College-owned networks or systems including, but not limited to:

School owned devices
(e.g. desktops, laptops, printers, scanners, iPads, digital cameras etc.)
Mobile phones
Email and instant messaging
Internet and Intranet
Social networking sites
(e.g. Facebook, SuperClubsPLUS)

Video and photo sharing websites
(e.g. Picasa, YouTube, Instagram)
Blogs and Micro-blogs (e.g. Twitter)
Forums, discussion boards and groups
Wikis (e.g. Wikipedia)
Vod and podcasts
Video and Web conferences

At our College we

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that clearly state the College'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 and intellectual property, including 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.
- 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.
- Provide parents/guardians with access to a copy of this document.
- 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.

References:

- Commonwealth of Australia, 2015, *cyber[smart:]*, Australian Communications and Media Authority (ACMA), Melbourne, viewed 17 March 2015, <<http://cybersmart.gov.au>>.
- State of Victoria (Department of Education and Training), 2015, *Acceptable Use Agreements and Consent*, Melbourne, viewed 17 March 2015, <<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>>.
- The Alannah and Madeline Foundation, 2010, *eSmart Schools*, The Alannah and Madeline Foundation, South Melbourne, <<https://www.esmartschools.org.au>>.

Student Declaration

When I use technology, both at school and at home, I have responsibilities and rules to follow. 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 (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Communicating respectfully by thinking and checking that what I write or post is polite and respectful.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Speaking to a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements) of individual sites. If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions of online sites; completing the required registration process with factual responses about my personal details.
- Carefully considering the content that I upload or post online as this is often viewed as a personal reflection of who I am.

When at school I agree to:

- Behave according to the College's values when using communication technology.
- Protect my privacy rights and those of other students by not giving out personal details, including full names, telephone numbers, addresses, passwords, images and the name of the College.
- Use appropriate language when talking to and working with others online and never participate in hate mail, acts of harassment or cyber bullying.
- Use the internet at school for educational purposes and only as directed by teachers.
- Use social networking sites for educational purposes and only as directed by teachers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images).
- Abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfere with network systems and security, the data of another user or attempt to log into the network with a username or password of another student or teacher.
- Not reveal my password to anyone except my parents, the system administrator or teachers.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Talk to a teacher or other trusted adult if:
 - I need help online.
 - I feel that the welfare of another student at the school is being threatened.
 - I come across sites which are not suitable for our school.

- Someone writes something I don't like, or makes me and my friends feel uncomfortable, unsafe or asks me to provide information that I know is private.
- Not deliberately search for something inappropriate.
- Seek teacher permission before uploading any content to websites (e.g. blogs).
- Handle ICT devices with care and notify a teacher if it is damaged or requires attention.

When I use my personal mobile device (mobile phone, iPad, personal gaming console or other mobile device) I agree to:

- Use it for learning purposes as directed by my teacher.
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- Keep my phone turned off or on silent during class times and only makes or answer calls and messages outside of lesson times (except for approved learning purposes).
- Protect the privacy of others and never post private information about another person.
- Respect the privacy of others; only taking photos or recording sound or video when I have formal consent and it is agreed by the teacher to be part of a class or lesson.
- Obtain 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 any online space.
- Respect others and communicate with them in a supportive manner; never verbally or in writing participate in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Take full responsibility for caring for any technology that I bring to school. It is not the responsibility of the school to care for my belongings.

This Acceptable Use Agreement applies to students at school, at home, during school excursions, camps and extra-curricular activities.

I/We have read and discussed the Acceptable Use Agreement. I/We understand the significance of the conditions and acknowledge and agree to follow them. I/We understand that any breach of these conditions may result in mobile technology and internet access privileges being suspended or revoked. Any level of consequence will be determined on an individual basis and at the discretion of the Principal or their delegate. I/We understand that any equipment brought to school is my/their own responsibility and that the College will not be held responsible for damage, loss or theft.

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: ICT – Acceptable Use Policy & Agreement for Students
Responsible Officer: ICT Coordinator
Approved by: Principal
Date of approval: 30 April 2015
Assigned review period: Quadrennial
Date of next review: April 2019

Version Number	Version Date	Responsible Officer	Amendment Details
1.0	30/4/2015	ICT Coordinator	Initial issue as a controlled document

Approved By:

Dr Douglas Peck
Principal