

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		ICT Acceptable Use Policy and Agreement	
Document Classification:		Student Agreement	
Version:	2.1	Date:	28 May 2020

Plenty Valley Christian College desires that students are 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 and digital learning environments including, but not limited to:

- School owned devices (e.g. desktops, laptops, printers, photocopiers, iPads, digital cameras etc.)
- Email and instant messaging
- Social networking sites (e.g. Facebook)
- New video and photo sharing websites (e.g. YouTube, Instagram)
- Blogs and Micro-blogs (e.g. Twitter)
- Forums, discussion boards & groups
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video and Web conferences
- Internet and Intranet usage (otherwise this including everything!)
- Mobile phones
- Personal devices used on College premises

At Plenty Valley Christian 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 copyright, being cyber smart and intellectual property.
- Provide reasonable supervision of students when using digital technologies at school for educational purposes.
- Provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to school related 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 appropriate authorities.
- 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.

References:

Resources for Parents

- Office of the eSafety Commissioner, <https://www.esafety.gov.au/>
- The Alannah and Madeline Foundation, 30 April 1997, *eSmart Schools*, The Alannah and Madeline Foundation, South Melbourne, <https://www.amf.org.au/>
- Child Family Community Australia, <https://aifs.gov.au/>
- Victorian Education Department Bullying Resources - <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: ICT – Acceptable Use Policy & Agreement for Students
Responsible Officer: ICT Coordinator
Approved by: Principal
Assigned review period: Biennial
Date of next review: 25 October 2021
Category: Community

Version Number	Version Date	Responsible Officer	Amendment Details
1.0	30/04/2015	ICT Coordinator	Initial issue as a controlled document
1.1	17/10/2017	Principal	Formatting, rationalisation
2.0	25/11/2019	Principal	Minor changes
2.1	28/05/2020	Principal	Interim review minor changes due to other policies changing

Approved By:

Date:



28/05/2020

John Metcalfe
Principal

PVCC ICT Acceptable Use Agreement

Student and Parent Declaration

When I use technology, both at school and at home, I know I have responsibilities and should act appropriately. **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, using appropriate language and never participating in hate mail or social media, acts of harassment or cyber bullying.
- **Protecting my privacy and the privacy of others;** by not posting or forwarding their personal details or images without their consent and not giving out personal details, including full names, telephone numbers, addresses, passwords, images and the name of the College.
- **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.
- **Knowing 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 digital technology.
- Use the internet at school for educational purposes only and only as directed by teachers.
- Use social networking sites for educational purposes only 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 College system administrator.
- 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.
- Make reparations for any damage caused intentionally or unintentionally as a consequence of my irresponsible behaviour.

When I use my personal device at school (e.g. mobile phone, tablet device, personal gaming console or other mobile device) I agree to:

- Have permission before I bring it to school
- Use it for learning purposes as directed by my teacher.
- Take full responsibility to ensure my device does not distract me or others from their learning.
- Keep my phone turned off or on silent during class times, in my locker and only make or answer calls and messages outside of lesson times (except for approved learning purposes or with specific permission of a teacher in extenuating circumstances).
- 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 external space.
- 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 all students using College equipment and/or College infrastructure at school, at home, during school activities, 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 consequences in accordance with the Behaviour Management Policy and may include loss of PVCC ICT infrastructure and equipment privileges.

I/We understand that any equipment brought to school is at the responsibility of the bringer and that the College will not be held in any way responsible for damage, loss or theft.

_____	_____	___/___/___
Student Name	Student Signature	Date

_____	_____	___/___/___
Parent/Carer Name	Parent Signature	Date