Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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Student Acceptable Use Agreement

Alkira Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

This Acceptable User Agreement also applies when digital technologies, inclusive of 1-1 devices, are being used at school, during school excursions, at camps and extra-curricular activities and at home.

At Alkira 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 ***'Acceptable User Agreement Form'*** outlines the College's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

This Acceptable User Agreement also applies when digital technologies, **inclusive of 1-1 devices**, are being used at school, during school excursions, at camps and extra-curricular activities and at home.

Alkira Secondary College Declaration:

- Have a **Student Engagement 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.
- Through our curriculum and PC program there are aspects of education in place to support our students to be safe and responsible users of digital technologies
- 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 to insure that we are undertaking our duty of care.
- 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; including the education suite provided by the department and school e.g. EdRolo, Education Perfect, Compass, Adobe Office 365
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Aim to ensure that information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and care-givers 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
iParent | Office of the Children's eSafety Commissioner
www.esafety.gov.au/education-resources/iparent

Student Declaration

When I use digital technologies (including mobiles) and the internet 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, images, passwords – nor making them visible/accessible to others
- Remembering to change my password regularly or when prompted to so as to maintain my security
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Understanding that I will be held responsible for all activity that occurs under my log-in and password
- Understanding that any use of the Alkira logo (inclusive of tagging images etc.) in a non-school related matter will be deemed a breach of our acceptable use policy (includes after-school hours)
- Nor attempting to log into the network with a user name or password of another student or share my device
- Talk 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 behavior
- 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
- Handling school ICT/technologies/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 using VPN or By-pass Proxy software Note: there will be consequences for using such software
- For Department of education or school owned devices loaned to students for use at home must be used for educational purpose only

In addition, I understand that the use of my personal mobile phone is restricted during hours at school and if used under the direction of a staff member only, for any reason during this time then I agree to be a safe, responsible and ethical by:

- Keeping my device on silent during school time and in my locker
- 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
- Outside of start of school day and the end I can use my phone, but if it is used to support any online bullying or anti-school based behaviours the college can and will take action

Mobile Phone Information

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones **must not be used during school hours**; including lunchtime and recess, unless an exception has been granted. Where a student has been granted an exception, the studentmust use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner. For the purpose of this policy, *'mobile phone'* refers to mobile phones and **any device** that may connect to or have a similar functionality to a mobile phone; **such as smart watches**.

Alkira College understands that students may bring a personal mobile phone to school, particularly ifthey are travelling independently to and from school; however, the following will apply if this choice is undertaken-

- Students who choose to bring mobile phones to school must have them switched off andsecurely stored within their locker, during school hours.
- All students will be allocated a locker and a school supplied lock. All lockers must be securelylocked, at all times. Mobile phones brought onto school premises during school hours must be stored in this facility. It is the individual student's responsibility to ensure that this lockeris locked at all times.
- The College will consider the use of student air pods or equivalent during school hours as a breach of the College's mobile phone policy
- Exceptions to this policy may be applied if certain conditions are met (see website for mobile phone policy)
- When emergencies occur, parents or carers must reach their child by calling the school's office.

Secure storage

Mobile phones owned by students at Alkira College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. **Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so**.

Administration / Enforcement of Mobile Phone Policy

At Alkira College, inappropriate use of mobile phones is **any use during school class hours** (unless an exception has been granted), and particularly the use of a mobile phone which:

- Used in any way disrupts the learning of others.
- Used to send inappropriate, harassing or threatening messages or phone calls to engage ininappropriate social media use including cyber bullying.
- Used to capture video or images of people, including students, teachers and members ofthe school community without their permission.
- Used to capture video or images in the school toilets, changing rooms and all other learningspaces
- Used during exams and assessments.

Students who use their personal mobile phones inappropriately at Alkira College will be issued with consequences consistent with our school's management strategies. *It is worth noting that staff and students were included in the formation of our enforcement system.* Alkira College's enforcement of this policy will comply with the Department's *Ban, Search and SeizeHarmful Items* Policy, relating to 'other items', which states that staff ***… "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevantdisciplinary provision within the student code of conduct."***

Camps, excursions and extra-curricular activities

Alkira College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events; including personal mobile phones. The College will determine this in line with Risk Assessment Planning documentation,on a case by case basis. Staff are responsible for informing students prior to any camp, excursion and/or extra-curricular activities the guidelines around mobile phone use, if any. School rules apply as per normal on any ofthe activities inclusive of the mobile phone ban.

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Acceptable Use Agreement

By signing this page students are acknowledging that they have read the 'Acceptable Use Agreement' that is available for students via the college website and when requested also in hard copy.

I understand and agree to comply with the terms of acceptable user agreement and expected standards of behavior set out within this agreement

I understand that there are actions and consequences established within the school's Student Engagement Policy and other related policies if I do not behave appropriately

I understand the College will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material

I consent to the use of student names in corresponding with others (staff and students) in an educational context using the College requested email platform and the College provided email address

I understand that any digital device brought into the College also must comply with all aspects of the acceptable user agreement form and other related policies

I understand that this 'Acceptable User Agreement Form' should be read in conjunction with other related College policies which are available on our College Website - such as our 'Digital Technologies Policy.'

I understand that the College reserves the right to inspect any devices brought to school to perform/carry out random security audits. Note: where inappropriate content(s)/programs are found, the device may be retained for a discussion to be held with a member of the Principal Team and/or the student device will be re-imaged by the College's IT Team and/or a students parent will be contacted

I understand that by signing this 'Acceptable User Agreement' it covers the period of my enrolment at Alkira Secondary College. ***Note:*** *parents are made aware of this agreement through the College website and as part of a student's first induction to the College*

What if this form is not signed?
The student will **not be** provided with a student email, connection to the network / use of any College based IT equipment that requires connection to the network.

Student Frist Name	
Student Last Name	
Year Level/Homegroup	
Student Signature	
Date	