

Acknowledgement

(Please detach – This form **must be signed and returned to the College**)

This Acceptable Use Agreement applies to all digital technologies and environments, including
(although not limited to):

- school owned ICT devices (e.g., desktops, laptops, tablets, printers, copiers)
- mobile phones, smart watches and other student owned devices
- email and instant messaging (e.g. WhatsApp, Snapchat etc....)
- internet, intranet
- social networking sites (e.g., Facebook, Instagram)
- video and photo sharing websites (e.g., YouTube, TikTok, Snapchat, Reddit)
- blogs or micro-blogs (e.g., Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g., Wikipedia)
- video on demand and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions and at camps/extra-curricular activities

Signature

I understand and agree to comply with the terms of acceptable use 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 if I do not follow this agreement.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

School Profile

At Lara Secondary College, we acknowledge the significant role of Digital Technology in the lives of students, both during school and in their home life. The College is committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At our college we:

- have a **Student Engagement Policy** that states our College values and expected standards of student behavior, including actions and consequences for inappropriate online behavior.
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property, and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students, including those reported through online services.
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet or other digital technologies.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.
- provide a filtered internet service at school to block access to inappropriate content.
- Ensure all students are using our filtered internet service when at school.

Online Services

Lara Secondary College (LSC) uses online services to support a high quality and innovative learning environment. The following information provides plain language explanations about student participation, privacy compliance and copyright components of digital learning at our college.

What online services are used at our college?

Compass, the Google Apps suite and other online learning tools are used at LSC to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in an ever changing digital world.

Students will at times also use other online services where they will be asked to use their school provided larasc.com Gmail address to create an account.

Detailed specifics on each application is covered in the college **Digital Learning Statement** which can be found on our website.

What are the benefits of using online services and how do we use them?

As part of the learning program at LSC, Compass provides a learning portal, used by many Victorian schools, that is accessible by all students, parents, and teachers. It serves as a method of providing assessment, reporting and ongoing learning information for all students. Compass has the functionality to allow students to quickly and easily check their timetable, receive notifications via the news feed and much more. Additionally, it will also be used by the College to track student wellbeing in a highly confidential and secure manner, e.g., attendance, health and safety incident reporting and learning behaviours related to the College values.

Google Apps for Education provide a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls and seamless compatibility which benefit students as they are preparing for future work and social environments where this tool, or ones like it, are utilised. It also allows teachers to give quick and easy feedback to students online through tools like google classroom, instead of students having to wait for paper-based copies of work to be returned to them once marking has been completed.

The Compass and Google Apps services will be administered by several college staff and interactions and spaces online will also be monitored by the classroom teacher and school ICT staff

What personal information is required to create and use an online account to access online services?

Lara Secondary College is committed to using only the minimum required amount of personal information to deliver our platforms to students, staff and parents. Detailed specifics on what data is collected on each application is covered in the college **Digital Learning Statement** which can be found on our website.

Online Services

What if I choose to opt-out of online tools for my child?

Please consider the benefit of these online tools as important ways that we can leverage enhanced learning experiences for students, and balance this with the minimal risks which are mitigated by: limiting information to that needed and supporting safe use and data security compliance. We are happy to discuss any concerns you may have. Please contact the College Principal or Assistant Principals on 03 52828988.

- Compass is a critical tool for managing students at Lara Secondary College, including managing attendance, generating school reports etc... As such there is no opt-out process for Compass.
- Alternative 'off-line' options are available to ensure that students who do not use a Google account can still participate in learning activities in the classroom.
- Any parent considering opting out of Google accounts will need to Contact the college as many services and devices that can be chosen to support digital learning rely on Google services.
- To discuss the use of online tools, please contact the College to help us understand any parental concerns related to your child's learning opportunities using online tools.

1-to-1 Personal Devices (BYOD)

Device Choice

We believe that the use of a standard platform is essential in building confidence for both students and teachers to get the most out of their device. Knowing all students have the same device in each class greatly helps teachers plan activities that use technology effectively to enhance student learning.

For these reasons, the College requires students to utilise devices approved under our **BYOD Program Document** (Apple MacBook or Google Chromebook)

- All BYOD Chromebooks for new students enrolling into the College will be erased and supervised by the College's Google Administration Console. This ensures that the Chromebook will have the correct settings and applications applied.
Please ensure the Chromebook is backed up prior to its setup on the College network, as ALL data will be erased during this process.
- All BYOD MacBooks for new students enrolling into the College will be supervised by the College's JAMF Pro mobile device management application. This ensures that the MacBook will have the correct settings and applications applied.

Only enrolled devices connected to the schools Wi-Fi network (eduSTAR) can be used at Lara Secondary College.

Student Ownership

- The device is owned by the parents/guardian/student but is made available for use for the student's learning at Lara Secondary College.
- The care, safekeeping and use of my device is at all times the responsibility of the student.
- Neither Lara Secondary College, its staff or employees, are responsible for a student device should it be stolen, lost or damaged.
- Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.
- The LSC ICT team is happy to assist students with queries and basic support when devices have issues. If the device cannot be recovered you may need to seek additional support from your devices place of purchase. All ICT support for devices is given as "Best effort". Devices that cannot be diagnosed in a reasonable timeframe, as determined by ICT will be returned to the student.

Software and access

- All required learning software will be provided by the college or recommended to students and parents directly. There is NO need to purchase ANY additional software from suppliers when procuring a BYOD device

- The College at times may scan the device for software that is not acceptable under the Acceptable Use Agreement and/or the Student Engagement Policy and block its use during school hours.

1-to-1 Personal Devices (BYOD)

Student responsibilities

Students are responsible for:

- bringing portable devices fully charged to school every day.
- ensuring the device is free from viruses, malware and other potentially unwanted programs.
- backing up data on their device.
- always carrying their device in an appropriate protective case.
- adhering to this Acceptable Use Agreement when using school services on the device, both at home and at school, including during recess, lunchtime or when not in the classroom.
- storing their devices securely in their lockers at recess and lunchtime.
- adhering to directions from the staff of the College in terms of use in the classroom and around the college grounds.
- Ensuring the device is connected to the eduSTAR wireless network while at school.
- not removing or tampering with any of the College's network settings, digital certificates, or restriction policies on the device.
- ensuring that your device has the College suite of apps and links, and that your devices operating system and apps are always maintained and kept up to date.

Student Declaration

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

- Communicating with students, staff and community in a respectful and supportive manner; never writing or participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate, or hurtful online behavior).
- Ensuring all communication is on task and allowing staff appropriate time to respond.
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images to anyone.
- protecting the privacy of others; 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.
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behavior.
- carefully considering the content that I upload or post online, knowing that this is a personal reflection of who I am and what people think of me.
- confirming that I meet the stated terms and conditions and completing the required registration processes.
- Handling school ICT devices with care and notifying a teacher or school technician of any damage to the device.
- abiding by copyright and intellectual property regulations, requesting permission to use images, text, audio, and video and cite references where necessary.
- not downloading unauthorised programs or programs I do not own, including games.
- not interfering with network systems and security, the data of another user or attempting to log into college services with a username or password of another student.
- Ensuring my device is secure by not loaning it to another student.
- Only using the college Wi-Fi network (eduSTAR) while at school.
- Not making any attempts to circumvent or otherwise bypass college internet filtering (Use of hotspots, VPN's, proxies etc...)