



Acceptable Use Agreement for Online Spaces, Internet and Digital Technologies

Rationale

Brookside P-9 College believes in the teaching of eSafety, responsible online behaviour and the ethical use of digital technologies as essential learnings in the lives of young people. This is best learnt collaboratively between school and at home. Today's students spend increasing amounts of time accessing digital technologies for recreation, online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be taught appropriate behaviours and expectations when accessing digital technologies and the World Wide Web.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

School Support for the Safe and Responsible Use of Digital Technologies

Brookside P-9 College uses online spaces, the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use digital technologies, the internet and online spaces responsibly at school.

Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Brookside P-9 College** we:

- have a School Wide Positive Behaviour Support policy that outlines our school's values and expected standards of student conduct, including consequences for breaching standards. This policy extends to cybersafe online conduct.
- have programs in place to educate our students to be safe and responsible users of digital technologies, including the Victorian Curriculum Health and Digital Technologies education strands, as well as the Respectful Relationships and Social and Emotional Learning programs.
- 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; (See: Duty of Care and Supervision <https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- provide a filtered internet service to block inappropriate content
- provide supervision and direction in online activities and when using digital technologies
- support students in developing digital literacy and technological skills
- 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
- provide support to parents/carers to understand this agreement and reinforce agreed behaviours
- 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)
 - iParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

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

- reading, understanding and adhering to the **Brookside P-9 College** Mobile Phone Policy, which includes keeping my device on silent and locked away during class times, only making or answering calls or messages outside of school grounds, outside of school hours.

Programs and Technologies

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our College or accessed using College owned networks or systems, including (although are not limited to):

- College owned ICT devices (e.g. desktops, tablets, laptops, printers, scanners)
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vods and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when using any of the above digital technologies at the College, at home, during College excursions, camps and extra-curricular activities.

Digital Programs in Use:

When selecting applications and programs that are implemented as part of learning at Brookside College, care is taken to investigate the level of safety involved for both student interaction and the safe storage of personal information. Programs that have been investigated and are currently being used as part of learning include:

- Compass
- Microsoft 365
- Seesaw
- ClickView
- STILE
- Reading Eggs
- Mathletics
- Essential Assessment
- Minecraft Education Edition

BYOD Laptop Program (Years 7-9):

At **Brookside P-9 College** we run a 'Bring Your Own Device' laptop program for our secondary school students. While the devices purchased and used as part of the program are the property of the family, it is important to remember:

- during school hours, the device must be used in complete accordance with this agreement. Any learning done involving the online space utilises Brookside P-9 College owned hardware
- outside of school hours students must be aware of safe online behaviours and sharing of information, in particular any data that has a link to the college or any of its students and staff
- at all times students must be vigilant when installing non-Brookside approved applications. Viruses can be hidden inside programs and when attached to the school network, can be spread amongst college equipment.

Acceptance of the Agreement

The **Brookside P-9 College** "Acceptable Use Agreement for Online Spaces, Internet and Digital Technologies" is an **opt out** agreement, meaning that all students begin the year with assumed consent.

At the beginning of each school year, the college will offer parents the opportunity to opt out of this agreement, communicated via Compass. Parents who wish to opt out of the agreement must do so in writing to the College and clearly label the names of students to whom it is relevant.

The window for families to opt out will be no less than two weeks in length from the communication post and assumed consent will apply outside of this time for the remainder of the year if no communication is given.

Consequences

In accordance with the 'Acceptable Use Policy,' if an incident occurs there are consequences that follow. These consequences will depend on the situation, but will follow the College's Welfare and Wellbeing Policy. These consequences may include (but are not limited to) warnings, blocked access to the Brookside network, detentions, confiscations, suspensions, notification to parent/carer's and police involvement if necessary.

Evaluation

This policy will be reviewed as part of Brookside P-9 College's three-year review cycle or more often if necessary due to changes in regulations or circumstances.

REVIEW PERIOD - This policy was last reviewed in October 2022 and is scheduled for review in October 2024.

Student and Parent Declaration

<p style="text-align: center;">Rights</p> <p><i>When I use the internet and digital technologies, I have the right to be safe, included and empowered.</i></p> <ol style="list-style-type: none"> 1. I am a safe, responsible and ethical user at all times. 2. I keep myself and my friends safe by not giving out personal information including full names, telephone numbers, addresses, images and passwords. 3. I use the internet for educational purposes and only go on sites I have been directed to by teachers. 	<p style="text-align: center;">Respect</p> <p><i>When I use the internet and digital technologies, I respect myself, others and my community.</i></p> <ol style="list-style-type: none"> 1. I am respectful in how I talk to and work with others online and never write or participate in online bullying. 2. I use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student. 3. I do not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student.
<p style="text-align: center;">Resilience</p> <p><i>When I use the internet and digital technologies, I approach life with agility, optimism and confidence.</i></p> <ol style="list-style-type: none"> 1. I think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer). 2. I seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint. 3. I only use my iPad and agreed Apps when directed by teachers while at school. 	<p style="text-align: center;">Relationships</p> <p><i>When I use the internet and digital technologies, I am connected to others and my community.</i></p> <ol style="list-style-type: none"> 1. I do not reveal my passwords to anyone except the system administrator, the teacher and my parents. 2. I use social networking sites for educational purposes and only when directed by teachers. 3. I know that the content on the web is someone's property, abide by copyright procedures when using content on websites such as information or pictures.

I will talk to my teacher or another trusted adult if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites that are not suitable for our school
- Someone writes something I do not like, or makes me and my friends feel uncomfortable or asks me to provide information what I know is private
- I feel that the welfare of other students at the school is being threatened by online activities
- I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and technologies at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.

Student Name: _____ **Year Level:** _____

Student Signature: _____

Parent/Carer Signature: _____ **Date:** _____

If you have any concerns about this agreement, contact Violeta Dellidis or Steven Bennett on 7379 1555.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline on 13 22 89 or visit <http://www.esafety.gov.au>