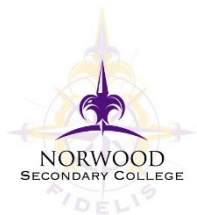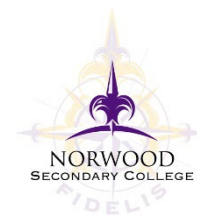## ANNEXURE A: ACCEPTABLE USE AGREEMENT

NORWOOD SECONDARY COLLEGE

SCHOOL PROFILE STATEMENT

At Norwood 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 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.

At our School we:
- 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;
- Have programs in place to educate our students to be safe and responsible users of digital technologies *(including transition programs at the commencement of Year 7 for both students and parents)*;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- 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;
  - Cybersafety Policy (https://www2.education.vic.gov.au/pal/cybersafety/policy)
- 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;
- 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;
- 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 (www.esafety.gov.au/education-resources/iparent)

STUDENT DECLARATION

When I use digital technologies 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 - including forwarding messages or images that contribute to harmful,
- inappropriate or hurtful online behaviours;
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding others personal details or images;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher, parent/guardian or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- 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;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling IT 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 attempting to log into the network or online service with a username or password of another person.
- Keeping my device safe at all times E.g. in a protective case when travelling to and from school;
- Understanding that it is my responsibility to ensure that I keep my device secure at all times, otherwise my family may be responsible for the cost of repairs or replacement of the device;
- Understanding that it is my responsibility to regularly back up my work.

This Acceptable Use Agreement applies at any time that digital technologies are being used.

The Norwood Secondary College Mobile Phone Policy can be found on the College website.

Acceptable Use Agreement

STUDENT:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable Use Agreement applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

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

Student name: _____

Student signature: _____

Date: _____

PARENT/CARER:

I have read and understood the Norwood Secondary College '*Digital Learning Policy'*, available on the College website, and have discussed this with my child. I agree to the terms and conditions of this program.

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____