

Sale College Acceptable Use Agreement

School profile statement

At Sale 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 School'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;
- 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;
 - [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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](#)
(<https://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 (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, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- 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 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;
- 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 ICT 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;
- Users must not attempt to bypass College security systems to gain access to unauthorised or unfiltered content.
- Users must not deliberately access material which is pornographic, excessively violent, or deals with the manufacture or sale of weapons or drugs.
- 'Chat', messenger or social media sites are not to be accessed at school.
- 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.
- During class time the internet is to be used for school work only. During lunchtime, recess and after school, internet use must comply with all other guidelines
- No malicious software should be installed on any College device
- Installed software must not be tampered with.

- The College cannot guarantee the security of work stored on the network or laptops – work should be backed up.

1-to-1 devices - considerations for inclusion

Ownership and insurance

- The computer remains the property of Sale College at all times.
- At the end of the rental period, the Renter shall immediately deliver the computer to Sale College in a condition consistent with the performance of this contract.
- Sale College and the Renter acknowledge that the computers primary use will be by the Student in relation to his/her secondary course at Sale College and as such the Rental is GST free.

Damage or loss of equipment

- Sale College will provide routine maintenance to keep the computer in working order during the rental period. Any maintenance work not considered to be routine will be at the expense of the Renter, before any such work is completed Sale College will notify the Renter of the work to be undertaken and advise the cost involved.

User responsibilities

- The Renter will notify Sale College IT immediately of any change in the Renters contact details and address during the commitment period.
- Take good care of my Laptop. This means keeping it in its case, storing it carefully in my locked locker, placing it safely on my desk or table and not carrying it by the screen.
- Make sure that I never leave my Laptop unattended in class or in the school grounds.
- Never let anyone else use my Laptop
- Keep my password safe by not sharing it with anyone else. Parents may request the password from the technical support team.
- Make sure my Laptop battery is charged for class each day. This means charging it at home every night
- Bring my Laptop to school each day
- Keep food and drink well away from my Laptop
- Keep my Laptop clear of writing, stickers and other decorations and not engrave, mark, paint, draw or remove Windows identity stickers or bar codes from the Laptop.
- Never disassemble the Laptop
- Backup my work on a regular basis using a USB key or external hard drive
- Not alter, copy or remove software that is loaded on the Laptop as it is the property of Sale College. This includes:
 - Loading software applications not authorised by Sale College particularly any file sharing software, P2P and torrent software.
 - Changing or removing the operating system
 - Altering the security software
- Only download appropriate material to my laptop. This means no material that is pornographic, obscene, racist, discriminatory or violent and no vulgar images, sounds, music, language or materials.
- Follow Sale College's Acceptable Use Policy (attached) at all times, both in class and at home. If I do not adhere to the policy at all times, I understand that consequences will be applied.

Use at home/ School support

As a parent/guardian of a student in the Laptop Program at Sale College, I acknowledge that:

- I have read and understand the costs associated with loss or damage.
- If the Laptop is damaged or not working properly, it must be returned to the Sale College technology staff for repairs. I will not attempt repairs myself or contract with any other individual or business for the repair of the Laptop as this may void warranty.
- This Laptop is under Sale College's ownership and any data stored on it is able to be accessed by the school.
- I will supervise the student's use of the Laptop while the student is at home. I am responsible for monitoring my child's use of the internet outside school hours.
- The use of internet at home is totally my responsibility both in setting it up, and financially.
- Internet access outside of the school's network may not be filtered. A home filtering system is my responsibility.
- The school has a monitoring software program on each Laptop that can track student use at any time.
- If my son/daughter permanently leaves school, the Laptop must be returned before he/she exits the school.
- The Laptop must be returned to the college by the date specified by Sale College.

Software / App updates and processes

- The Laptop will automatically update security patches and new software enhancements when logged onto the school network.

Signature:

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

I understand that if I fail to comply with the guidelines for use of the Network and Internet, I may have access to the network withdrawn and parents may be notified.

More serious incidents may involve -

- Suspension in line DET Suspension Guidelines and Procedures
- Involvement of law enforcement agencies.

This AUA 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.

Students will not be allocated a laptop until the AUA has been signed by student and parent/ guardian.

Users should not expect that files stored on the College IT network or on laptops will always be private, or that computer use is confidential. Monitoring applications operate on all Sale College owned devices.

Student name: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____