



## School profile statement:

At Altona College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student We-Being and Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- conduct an annual start-up program that promotes safe and responsible online use.
- incorporate online safety activities through the Positive Education / Respectful Relationships curriculum.
- 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:
  - Bullystoppers Duty of Care and Supervision  
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- protect students' privacy by providing students with a unique unidentifiable DET email account for all communications
- provide a secure site for the storage of student schoolwork and provide the ability to share school work related content on the G-suite platform.
- provide students with safe access to external digital platforms including but not limited to, Mathletics, ACER assessments, Edrolo and Oxford online texts.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- 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; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Parents Cybersafety guide](http://www.cybersmart.gov.au/Parents.aspx) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))



## Acknowledgement

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

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups such (Google Classroom).
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

In addition, when I am permitted to use my personal mobile devices (including my phone with explicit teacher permission) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices locked in my locker during school hours (except for when explicit permission is given by the supervising teacher).
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces

## Student declaration:

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

- adhering to the Altona College Remote Learning Guidelines when remote learning is enacted.
- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- 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 behaviours
- 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
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- 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, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

## **Parent/Student acknowledgement provided during the course confirmation process.**

I have read and discussed the contents of this document with my child.

I understand that there are actions and consequences established within the college's *Student Engagement Policy* if my child does not behave appropriately. In addition to this and if deemed appropriate, parents/carers may be consulted directly to discuss removing the use of technology for a designated period.

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