1:1 Program

Acceptable Use Policy for Internet and Digital Technologies

2018

Bairnsdale Secondary College

Acceptable Use Policy for Internet and Digital Technologies

Bairnsdale Secondary College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time 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 do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our college and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to the Police.

Part A : College support for the safe and responsible use of Digital Technologies

Bairnsdale Secondary College uses 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 the internet and mobile technologies responsibly at the college. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Bairnsdale Secondary College we:
- have policies in place that outline the values of the college and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect http://www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the college which is reinforced across the college
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents/carers to keep at home

Student files stored on computers netbooks and college servers
Students may have their purchased or rented device inspected and monitored for appropriate usage. College personnel may request access to the browser history and/or caches as well as any and all files belonging to the student on the device or stored on the college servers. Students and parents should be aware that files stored locally on the devices or on the college servers are not private.

This Acceptable Use Agreement also applies during college excursions, camps and extra-curricular activities.

Part B: Device

Purpose
The device is to be utilised as a tool to assist student learning both at school and at home.

Equipment
The student must bring devices fully charged to school every day. Power cords should be left at home. Parents/carers and students should be aware that files stored on the device or on the college's server are not private.

The student is responsible for:
Taking care of the device in accordance with college guidelines
Adhering to the college's Acceptable Use Policy when using the machine at home
Backing up data securely
Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

Part C : Student Agreement

When I use digital technology I agree to:
- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- 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
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- not deliberately enter or remain in, websites containing objectionable material.
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- not reveal my password to anyone except the system administrator or a teacher
- not use another person's login name or password or allow another person to use my login name and password.
- not bring or download unauthorised programs, including games, to the college or run them on college computers.
- not deliberately or carelessly cause damage to any college computers or equipment. This includes unplugging desktop cables, moving equipment or conducting repairs without permission.
- not eat or drink near any College owned computer resources.
- report other people breaking these rules to my teacher

When I use my mobile phone, iPod or other mobile device I agree to:
- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.