MacKillop College

**Information and Communication
Technology Services**

Digital Technologies

Student Acceptable Use Agreement

Date of Issue: May 2020

Overview

MacKillop College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

The overall goal of the College in this matter is to create and maintain an acceptable digital culture which is in keeping the gospel values of the College as well as legal and professional obligations.

Definition of Digital Technologies

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

- College owned ICT devices (e.g. desktops, notebooks, tablets, printers, scanners, cameras)
- Mobile phones
- Email and instant messaging
- Internet, LMS and Library OPAC facilities
- Social networking sites
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia, Wikispaces)
- Vodcasts (video podcasts) and podcasts (only audio)
- Video conferences and web conferences.

Section A: School Profile Statement

At MacKillop College we:

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies, procedures and guidelines that clearly state our College's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be fully guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.

- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Monitor student use of ICT and Internet and network services.

Section B: Student Declaration

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

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 there are actions and consequences established within the College's behavioural policies if I do not behave appropriately. (e.g. see Section C below)

I understand that I cannot use any College digital equipment until my parent/guardian and I have read, discussed and signed my Acceptable Use Agreement (see Section E).

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

- 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
- Handing ICT devices with care and notifying a teacher if it is damaged or requires attention
- Not allowing other students to use my network/Internet account or notebook computer.
- Not using any means whatsoever to bypass the College's internet filtering services (e.g. use of internet proxies, tethering etc.)
- Respecting others and communicating with them in a supportive manner; never writing or participating in on-line bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful on-line behaviour)
- 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 if I personally feel uncomfortable or unsafe on-line, or if I see others participating in unsafe, inappropriate or hurtful on-line behaviour
- Carefully considering the content that I upload or post on-line, including email; this is often viewed as a personal reflection of who I am. Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not using or installing unauthorized programs, including games, P2P programs and the like (list not exhaustive).
- Not broadcasting or emailing messages to a large number of users unless with permission from a staff member. To do so without their permission is considered to be spamming.
- Not using the Internet for any purpose involving any type of trading (e.g. any financial dealings, bartering etc), unless authorized to do so by a College authority (e.g. senior students in relation to matters concerning Victorian Tertiary Admissions Centre process)
- Not using a mobile phone during school hours (8.30am - 3.20pm). Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and college activities. (Please refer to the school's policy on Mobile Phones for more details)
- Investigating the terms and conditions of digital use at MacKillop College. If my understanding is unclear I will seek further explanation from a trusted adult

Section C: Consequences for Breaching the Student Acceptable Use Agreement

1st Offence: Access will be denied to Internet and/or Network services until the student completes an 'Application for Reinstatement' form.

2nd Offence: Access will be denied to Internet and/or Network services until the student completes an 'Application for Reinstatement' form. An after-school detention will be given.

3rd Offence: Reinstatement will be negotiated only at the conclusion of an interview between the Year Level Leader or Director of Wellbeing at the year level, the student and student's Parent/Guardian.

*** Please note that these consequences may affect the student's educational outcomes of the MacKillop College curriculum. The level of the offence may be deemed to be outside or not part of the sequencing of these consequences given the severity and impact of the student's action. (e.g. deliberate destruction of school equipment may incur a payment for repair as well as any of the above)

Section D: Monitoring

I understand the College reserves the right to monitor and log the use of its digital facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Student use of College digital facilities must be related to school work. Access to and time spent using many of these facilities is automatically logged.

** Please keep this agreement and use it to refer to incase of any matters arising from your child's use of the College digital equipment.