



NUMURKAH SECONDARY COLLEGE

ACCEPTABLE USE AGREEMENT POLICY

RATIONALE:

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

AIMS:

To improve student learning outcomes by increasing access to world-wide information.

To develop skills in discriminate and effective internet usage.

IMPLEMENTATION:

1. Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
2. All students and staff at our school will have DET censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
3. The ICT coordinator will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
4. The school undertakes to ensure that information published on the Internet by students, or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
5. Students email access will be through a class mailbox under teacher supervision.
6. All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
7. Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
8. All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
9. All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
10. Consequences of publishing, accessing or failing to notify the ICT Coordinator of inappropriate material may include the removal of access rights, to be reinstated at the discretion of the teacher.
11. Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
12. Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial and student ID from CASES21 will be used.
13. Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

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;
- 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 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;
- 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;
- 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;
- Nor attempting to log into the network with a username or password of another student.

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

- ☐ 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 school's Student Engagement Policy if I do not behave appropriately.

Student name:

Student signature: Date: ____/____/____

School contact name for support and /or agreement :

School contact no: (03) 5862 1088

Cont.

Parent/Guardian Agreement:

- ☐ I agree to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
- ☐ I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian signature: Date: ____/____/____

Parent/Guardian Name

This form needs to be completed and returned to your child's home room teacher or the office.