DIGITAL TECHNOLOGIES
(Internet, Social Media and Digital Devices)

ACCEPTABLE USE AGREEMENT

Purpose:
To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

Scope:
This policy applies to all students at Cohuna Secondary College.
Staff use of technology is governed by the Department's *Acceptable Use Policy*

Definitions:
For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Policy:

Vision for digital technology at our school

Cohuna Secondary College understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.
Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Cohuna Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Computers at Cohuna Secondary College

Our school operates a Bring Your Own Device (BYOD) program, which means students should bring their own purchased computer with them to school each day.
Students are required to have their own device that must:
- be brought to school in a protective case
- be free to have the DET image inserted onto the computer which will mean erasing any store bought programs

Please note that our school does not have insurance to cover accidental damage to students' computers or devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.
Cohuna Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access computers for schoolwork. We also have fully maintained computer netbooks which can be borrowed from the library.
Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Cohuna Secondary College's Business Manager.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Cohuna Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Cohuna Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including Respectful Relationships
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify two computer technicians as appropriate, immediately.

<u>All messages created, sent or retrieved on the school's network are the property of the school.</u> The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Cohuna Secondary College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Cohuna Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

- Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:removal of network access privileges
- removal of email privileges
- removal of internet access privileges

<u>**Review Cycle:**</u>
This policy was last updated on February 2020 and is scheduled for review in 2023.

This policy was last ratified by School Council on....	18th February 2020

<u>Acceptable Use Agreement Code of Conduct.</u>
Information Technology, Internet and Computer Network Users.

I will always:
1. Use all Learning Technology equipment and the network responsibly and respectfully.
2. Use information sourced from the Internet with responsibility.
3. Correctly reference all forms of data accessed and used.
4. Respect the work of others and report any infractions that I detect.
5. Keep my printing to a minimum and print only what is necessary for school.
6. Keep my password safe and log off correctly.
7. Respect the security settings on computers and of the Internet provider.
8. Bring my device to school fully charged ready for work.

I will not:
1. Access, upload, download, transmit, display, or distribute obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful data at any time on any computer or digital device while in the school.
2. Download or store digital information that is not directly related to my schoolwork, on the college server or on any device belonging to the college.
3. Change settings, load programs, damage computers, computer systems, or the network, nor spread computer viruses
4. Post mine or other's personal information on the Internet.
5. Access any social media site at school using any computer or digital device.
6. Violate copyrights or plagiarise other's work.
7. Access another person's folders, work, or files or Interfere with a computer being used by another person.
8. I will not allow others to use my own device when I bring it to school.

This Code of Conduct must be completed and signed to use the Internet and computer network at Cohuna Secondary College. Breaking any of the terms of agreement listed above will result in immediate disqualification from Internet and network access at school.

If participating in the BYOD program then the registration form must be completed and returned.

Disclaimer: School is not responsible for any loss of data due to faulty connections or equipment failure. It is the responsibility of a student to ensure all work is saved in more than one location.
- All students have a school email account.
- Your username and password for logging onto the email facility is the same as for opening the Internet.
- Your email address is: (student name/initial/#)@schools.vic.edu.au

My Signature. …………………………………………………………   Date: ….. / …. / 2020

Parent/Guardian …………………………………………………   Date: ….. / …. / 2020