Student information

Student Name:

Student User ID:

School profile statement

At Fitzroy High School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching these standards - this policy extends to online conduct
- 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 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
  - o [Bullystoppers Duty of Care and Supervision](www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- address issues or incidents that have the potential to impact on the wellbeing of our students
- use online sites and digital tools that support students' learning
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- 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 by providing current information from both the Department of Education and Training and Cyber smart
  - o [Bullystoppers Parent Interactive Learning Modules](www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - o [iParent Cybersafety Information Portal](esafety.gov.au/iparent) - Office of the Children's eSafety Commissioner
    (esafety.gov.au/iparent)
- provide support and professional development to staff on the responsible use of technology and ways to respond to incidents that may occur
- promote our school values and appropriate respectful behaviours
- collect and store incident data to enable the school to provide the appropriate evidence and response where appropriate
- work with community organisations to support consistent values and messages
- have a BYOD program with defined supported device platforms and recommended specifications which is updated annually to reflect education and security requirements.

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 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 or if I see others participating in unsafe, inappropriate or hurtful online behaviours when I am at school
- talking to a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours when I am at home
- 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
- 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
- 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
- no accessing media that falls outside the School's policies
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user
- not attempting to log into the network with a username or password of another student or school member.

Fitzroy High School Mobile Phone Policy requires all personal devices including mobile phones to be kept in a locked locker at all times during the school day (i.e. from the time of arrival at school until the end of the school day). Smartwatches must remain turned off and other worn personal devices including earbuds and headphones must not be worn and remain turned off.

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

- keeping my mobile phone locked in my locker and any other personal device e.g. smartwatches turned off, earbuds and headphones removed and turned off
- keeping any approved personal device that is permitted in the classroom (e.g. personal computer) turned off and using them only when instructed by a 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.

School owned devices

Ownership

- Parents/students should be aware that files stored on the device, or on the school's server, are not private
- School owned devices and class sets may be made available for class use or borrowed from the school where deemed appropriate. These devices are the property of the school.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school
- Students may be required to replace lost or damaged chargers
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school
- If a school owned device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate
- If a school owned device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities

Students are responsible for:

- handling ICT devices with care and notifying a teacher of any damage or required attention
- backing up their data securely
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Personal devices

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise if new software or applications need to be purchased
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device
- The school will provide access to some software and applications through eduSTAR. There is no cost for this access.

School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school student email accounts
- all school-based software and associated issues with school applications.

Support **will not be** provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

Students are responsible for:

- bringing portable devices fully–charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the device at all times.

Acceptable Use Agreement - 2023

Acknowledgement – Parent and Student Copy

This Acceptable Use Agreement applies to all digital technologies and environments, when being used at school; during school excursions, camps and extra-curricular activities; and when undertaking school related course work at home, 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 (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

Signature (parent and student copy)

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 this agreement if I do not behave appropriately.

Student name: Parent/Carer Name:

_____   _____

Student signature: Parent/Carer Signature:

_____   _____

Date:

      /   /
DAY   MONTH   YEAR

Please retain these pages of the Acceptable Use Agreement for parent and student reference and sign and return only the attached Acknowledgement.

Student BYOD devices will not be connected to our school network until a signed copy of the Acknowledgment is received.

Acknowledgement – School Copy – Sign and Return this page

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 (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- VOD and podcasts
- video conferences and web conferences.

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

Signature

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 this agreement if I do not behave appropriately.

Student name: _____ Parent/Carer Name: _____

Student signature: _____ Parent/Carer Signature: _____

Date:

_____ / _____ / _____
DAY   MONTH   YEAR