

## Family Information

### Purpose

Albert Park College embraces the use of digital technology and promotes Information and Communication Technology as a necessary aspect of 21st Century, global life. The purpose of this agreement is to ensure that the values of the College are upheld and advocated, while preserving learning in a safe and respectful environment occurs at all times. By signing this agreement, the user acknowledges and stands by the statements herein, understanding that behaviour breaching the agreement will warrant review of their use of ICT at school in line with our Charter of Respect. This policy should be read in conjunction with the Students Using Mobile Phones Policy.

Albert Park 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
- 21<sup>st</sup> 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, particularly when no one is watching
- Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home
- Some online activities are illegal and as such will be reported to police.
- Parents/carers should:
  - read and understand what the school will do to support the safe and responsible use of digital technology
  - read through the agreement and discuss it with their child to ensure they understand each dot point
  - consider how they might support safe and responsible behaviour online, at home (supported by the resources developed and delivered by the school)
  - read through and understand the College's Students Using Mobile Phones Policy.
- Students should:
  - read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to
  - negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve the agreement
  - read through and understand the College's Students Using Mobile Phones Policy
  - sign and abide by the Student Agreement, below.

## **School support for the safe and responsible use of digital technologies**

Albert Park 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 school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Albert Park College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- 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 school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions etc.)
- provide support to parents and carers through information evenings and other communication channels
- prohibit the use of VPNs on our school network due connectivity and privacy concerns
- work with students to outline and reinforce the expected behaviours with devices.

## 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 member of staff 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 and teachers by not acquiring or giving out personal details including full names, telephone numbers, addresses or images
- use the internet for educational purposes and use the equipment properly
- 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 any services with a username or password other than my own
- not reveal my password to anyone except the system administrator or a teacher.

When I use any of my devices at school I agree to:

- adhere to all instructions given by my teachers, which may include to not use devices at particular times, and adhere to the school's Apple only device policy (including Apple OS)
- not use social media platforms during class time, and turn notifications off from these platforms
- keep all devices on silent during class times
- not use a VPN (virtual private network)
- only take photos and record sound or video when it is part of an activity in 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
- not film or record, or be party to the filming or recording, of any behaviour or activity that breaches acceptable behaviour in the College's Charter of Respect.

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly. The Acceptable Use Agreement is to be read in conjunction with Albert Park College's Students Using Mobile Phones Policy, approved January 2020, by the Foundation Principal. The Acceptable Use Agreement is to be read in conjunction with Albert Park College's Students Using Mobile Phones Policy, ratified February 2020 by the School Council.

Status: Approved January 2020    Responsibility: Foundation Principal

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I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name:: \_\_\_\_\_

Year Level:: \_\_\_\_\_

Student Signature:: \_\_\_\_\_

Parent/Carer Signature:: \_\_\_\_\_

Date:: \_\_\_\_\_

If you have any concerns about this agreement please contact the school.

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <https://www.esafety.gov.au/>

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Detach the Student Agreement and return signed to the school, keep the Family Information section for your use.