Computer Facilities and Internet Acceptable Use Agreement

Child Safe

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

Preamble

Viewbank College is committed to the safety and wellbeing of children and young people. We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

You are asked to read the **Student Computer Facilities and Internet Acceptable Use Policy** and the **Cybersafety Policy** and to sign the **Acceptable Use Agreement** below. This agreement will be kept on file for the duration of your child's stay at the College. The College requires that this agreement be signed before students are given access to the College's computer network. A copy of the policy will be published in Compass and the student diary each year to remind students of their obligations as computer and internet users.

The policy extends to internet usage both within and outside the College. Any student who does not follow these rules will be reported to the relevant Assistant Principal or Year Level Wellbeing Leader who will then contact parents.

Educational rationale

At Viewbank College we:

- Have a **Student Engagement and Inclusion Policy** that outlines our College's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct
- Have programs in place to educate our students to be safe and responsible users of digital technologies, including Year 7 and 9 Digital Technologies as timetabled subjects for all students, and Cybersafety Health and Wellbeing programs
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures
- Provide a filtered internet service to block inappropriate content. However, we acknowledge that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

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 behavior
- 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 College's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of another student.

Consequences

There is a range of possible consequences and more than one may apply for a given offence. Serious or repeated offences will result in stronger penalties. A consequence of breaking the rules by those involved either directly or indirectly may include one or more of the following:

- Temporary ban on using computers/netbooks
- Removal of email privileges
- Removal of internet access privileges
- Removal of network access
- Internal and/or external investigations
- Involvement of the Police
- Paying to replace damaged equipment resulting from accidental or malicious damage, or theft.
- Loss of marks for an assessment task (where appropriate)
- Temporary confiscation of devices (including, but not limited to, laptops/mobile phones any other electronic device)
- Suspension or expulsion from the College.

I have read the student Computer Facilities and Internet Acceptable Use Policy and understand that any breach of the conditions will forfeit my right to use the College computer and internet facilities. I also understand that there may be further disciplinary action taken if the College administration deems it necessary.

Student First Name: …………………………………… Surname: …………………………………………...

Signature of Student: ……………………………………………………. Date: ……………..……………

Signature of Parent / Guardian: …………………………………………. Date: ……………..………