



Student Acceptable Use of Technology Policy

This Student Acceptable Use of Technology Agreement incorporates the use of all digital devices (e.g. laptops, mobile phones, tablets, e-readers etc.) and online services provided by St Brigid's Collie (SBC). This Agreement also includes cyber safety expectations and is to be read in conjunction with the **Dealing with Bullying, Harassment, Aggression and Violence Policy**.

1.0 POLICY STATEMENT

- 1.1. Allowing students to use digital devices and providing internet services at St Brigid's Collie is done so in order to support their educational and administrative needs. SBC acknowledges that it has a responsibility to provide safe and secure online services. These digital devices and services are educational tools and **must be used in a responsible manner**. This policy recognises that there are constant advances and changes in the use of technology (e.g. software, apps and updates) students should seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology.

Acceptable use is guided by the following principles:

- a) Students must behave in an ethical manner when using digital devices, whether school owned or student provided BYO devices to access resources, communicate and interact with others
- b) Online behaviour should at all times demonstrate a respect for the dignity of each person
- c) It is never acceptable to use school or personal digital devices to harass, bully or humiliate others.

- 1.2. This policy informs parents and students of the school's expectations when students are using devices and services provided by SBC at school, at home, or any time they are using them for education purposes. It provides a framework for students when using school or their personal equipment to communicate to, or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's Behaviour Policy. This may include the withdrawal of access to services. Unacceptable material may be supplied to the WA Police or other relevant agencies (e.g. Family & Community Services etc.) by SBC personnel.

- 1.3. The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Materials collected will remain the property of the school. School devices or BYO Devices may be confiscated or accessed where there is a reasonable belief that:

- a) There has been or may be a breach of the school rules or policy
- b) There may be a threat of harm to a student or others

- 1.4. Students will be required to cooperate with a direction from the school in providing access to any or all of their devices. In an incident where this is required, parents of the students involved will be notified.
- 1.5. Interaction with school staff on social media is only to occur in the context of a formal learning exercise for which parents have previously given permission.

2.0 STUDENTS USING SCHOOL OWNED TECHNOLOGY

Students who use school owned devices have the following responsibilities:

- 2.1. To care for the laptop / device to the best of their ability
- 2.2. To keep the laptop / device secure and protect it from any malicious damage
- 2.3. Return the laptop/device (and any inclusions such as power cords and carry case) in good order
- 2.4. To follow all instructions and procedures set up by the school for the use of laptops/devices
- 2.5. To only use the Internet within the school Internet filtering system provided
- 2.6. To inform the teacher if the laptop / device needs charging, upgrading, maintenance or repair
- 2.7. Save all work produced to their One Drive account and not the device storage.

3.0 DIGITAL CITIZENSHIP RESPONSIBILITIES

The Students Acceptable Use of Technology Agreement addresses the particular use of mobile technologies that has come to be referred to as '**Cyberbullying**' (see 3.3 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students, is criminal in nature or has the capacity to impact on relationships across the wider school community.

- 3.1. **When using school devices to access school provided communication and internet services students will:**
 - a) Ensure that they access the internet only within the school proxy and filtering system provided
 - b) Ensure that communication through internet and email services is related to learning
 - c) Keep passwords confidential, current and private
 - d) Shut down at the end of each day to ensure that nobody else can use their account and that the device is charged

- e) Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message, notification or pop-up that is inappropriate or makes them feel uncomfortable
- f) Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- g) Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others private
- h) Use appropriate privacy controls for all internet and app based activities, i.e. location settings
- i) Ensure that school supplied services are not used for unauthorised commercial activities unauthorised political lobbying, online gambling or any other unlawful purpose.

3.2. When using the school supplied services students will not, and will not attempt to:

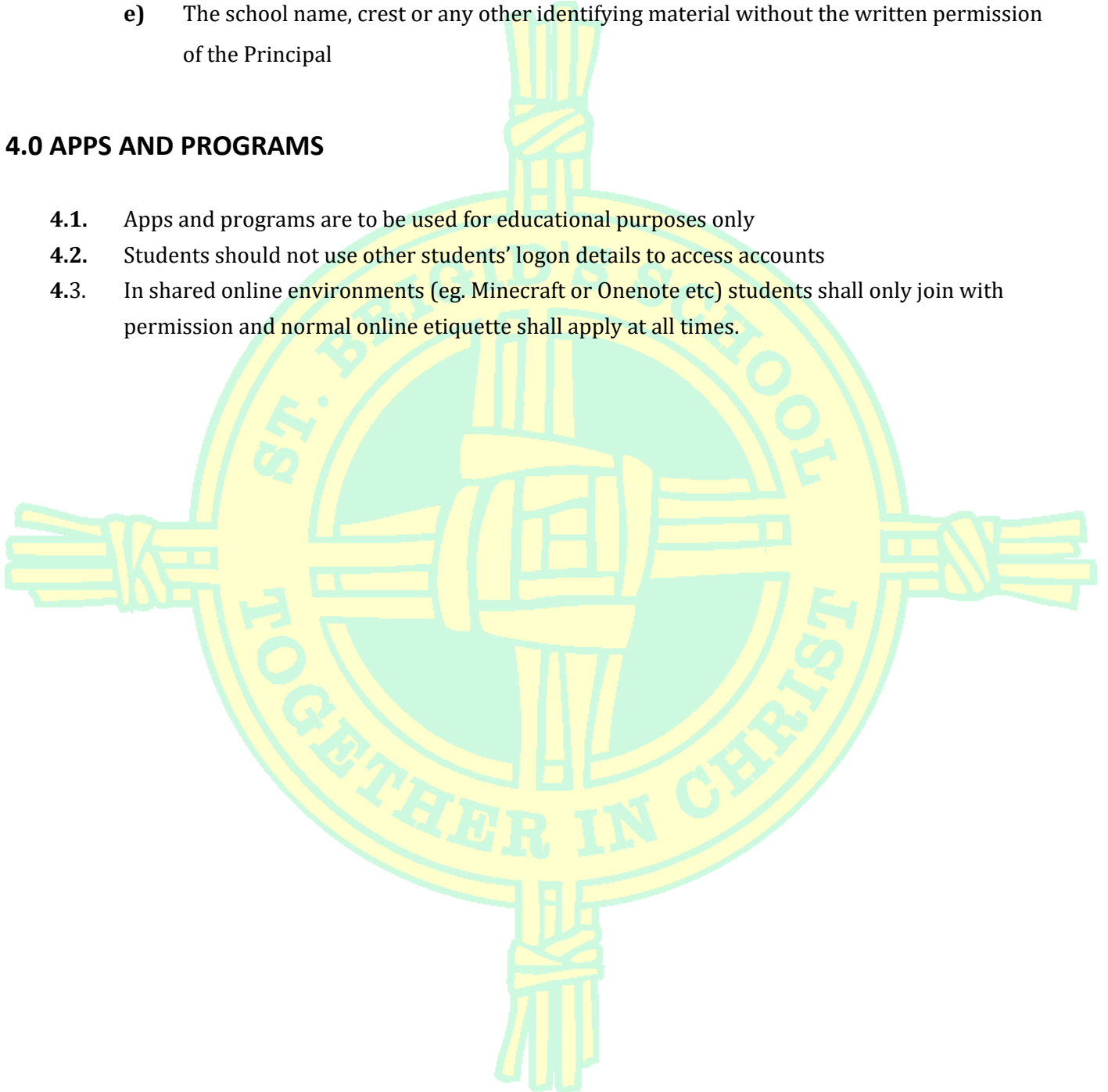
- a) Disable settings for virus protection, spam and internet filtering that have been applied by the school, and not attempt to evade them through use of proxy sites
- b) Disable system provided apps
- c) Allow others to use their personal accounts
- d) Deliberately use the digital identity of another person to send messages to others or for any other purposes
- e) Enter 'chat' or 'social networking' internet sites without the permission of a teacher
- f) Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- g) Search for or access inappropriate images, sexually explicit websites or material reasonably considered objectionable, defamatory or offensive
- h) Damage or disable computers, computer systems or networks or distribute damaging files or viruses
- i) Disclose or upload personal information about another person (including name, address, photos, phone numbers)
- j) Take photos or video of other students, teachers or any other member of the school community without teacher permission
- k) Publish copyright material without proper permission or creative common attributions

3.3. When using ICT to communicate or publish digital content students will never include;

- a) Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- b) Threatening, bullying or harassing material or make unreasonable demands
- c) Sexual images or sexually suggestive material or correspondence
- d) False or defamatory information about a person or organisation
- e) The school name, crest or any other identifying material without the written permission of the Principal

4.0 APPS AND PROGRAMS

- 4.1. Apps and programs are to be used for educational purposes only
- 4.2. Students should not use other students' logon details to access accounts
- 4.3. In shared online environments (eg. Minecraft or Onenote etc) students shall only join with permission and normal online etiquette shall apply at all times.





Student Acceptable Use of Technology Agreement

Please return just this page to the school

Student Name:

Class:

PARENT AGREEMENT

- I understand that I am responsible for the replacement of this device (or equivalent replacement costs) if it is damaged/lost/stolen whilst in the care of me/my child.
- I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy.

Signed _____ Date _____

(Parent/s or Caregiver/s)

STUDENT AGREEMENT

- I have read and discussed this policy with my parent/caregiver and I agree to be a responsible digital citizen and always uphold these rules both within and outside of school.
- I will be responsible and careful with the device entrusted to me

If student is 10 years or older:

Signed _____ Date _____

On behalf of the student (student is under 10 years old):

Signed _____ Date _____