



ICT Acceptable Use – Resources Policy

Policy

Students at Mount Waverley Secondary College, who use college-owned and privately owned computer devices; access the college network; use college internet; use college email must agree (along with their parents and carers) with this document. There is a separate Mobile Phone Policy.

Student Declaration

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

1. Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
2. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
3. Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
4. Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
5. Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
6. Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
7. Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
8. Handling ICT devices with care and notifying a teacher if a college-owned device is damaged or requires attention
9. Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
10. Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
11. Not bringing to school or downloading unauthorised programs

In addition, when I use my personal device, I agree to be a safe, responsible and ethical user at all times, by:

- a) Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- b) Keeping the device on silent during class times
- c) Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- d) 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.



e) Understanding that I am allocated a set amount of printing and internet credit which I am required to manage for the year (extra print credit can be purchased from the Accounts Office)

f) Understanding that I may be electronically monitored while using computers, images are directly saved to hard drives and will be viewed by authorised staff when the misuse of the ICT facilities has occurred.

f) Agreeing I may use the internet out of class time (lunchtime and after school) provided a teacher has given permission to do so and the use is supervised by the teacher. Students using the Resource Centre or VCE Centre must seek permission from staff in those areas.

g) Downloading only files and material which are of educational value and relevance.

h) Understanding that email must be used for educational purposes. All email communications should be stored in line with DET policies and may be accessed by school management.

Conditions of use for college-owned devices

Parents/carers and students should be aware that files stored on a college-owned device, or on the school's server, are not private.

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the college.

In the case of suspected theft of a college-owned device that has been loaned, a police report must be made by the family and a copy of the report provided to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.

If a 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 borrowed college-owned device. The student is responsible for:

- Adhering to the school's Acceptable Use Agreement and the Student Engagement Policy when using the device, both at home and school.

Conditions of use for privately-owned devices

i. The student must bring portable devices fully-charged to school every day. There is a limited opportunity to charge devices in the Senior Campus Resource Centre.

ii. Parents/carers and students should be aware that files stored on the device, or on the school's server, are not private.

iii. If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school to remove apps that connect the device with the college network.

The student is responsible for:

iv. Adhering to the school's Acceptable Use Agreement and the Student Engagement Policy when using the machine, both at home and school.

v Backing up data securely.

vi. Inappropriate media may not be used as a screensaver or background photo. Images of guns, weapons, sexual images, inappropriate language, alcohol, tobacco and gang related symbols or pictures are forbidden. Students are able to use photos they have taken themselves or images taken from a source that has Creative Commons license applied.

vii. Students will not share their devices, passwords or other personal information.



- viii. The IP address assigned to each student device will be recorded allowing for internet usage monitoring.
- ix. Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, wet areas, undercover areas, school bags, library, art and computer rooms. Mount Waverley Secondary College is not responsible for the provision of compensation, under any circumstance, relating to privately provided devices.
- x. A nominated configuration fee must be paid at the start of each year, per student. Mount Waverley Secondary College reserves the right to revoke network access should the configuration fee not be paid
- xi. Students must not access mobile, private networks or other networks, while on school premises
- xii. Ensuring their device is safe for use in a school environment. Students will be directed to remove defective devices from the school premises. This would apply to cracked screens, for example.

Consequences

- Students who do not comply with the terms set out in this policy; will have their computer access privileges revoked for a period of time consistent with the severity of the offence.
- Students not complying will have their names submitted to the appropriate Year Level Coordinators, School Leader and/or Head of School, and appropriate disciplinary action taken. Parents or carers will be notified, regarding disciplinary actions.
- Details of offending students will be kept on record and used to determine disciplinary action for subsequent offenses.
- In cases involving vandalism, malicious damage or theft, the police will be notified and damages may be sought.
- Students who engage in cyber bullying practices can expect consequences which are consistent with practices outlined in the college Student Engagement and Wellbeing Policy and in the college Student Code of Behaviour. This may include referral to authorities, such as DET or Police as required.
- Restrictions may be placed on a privately provided device if deemed appropriate, during school time. This may involve restricting access to various software and applications.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners and photocopiers)
- Privately owned devices (e.g. devices, mobile phones)
- Software (e.g. Compass, Google Suite for Education, Microsoft Office 365 and Edrolo)
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Instagram, You Tube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts



- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

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 the school's Student Engagement Policy if I do not behave appropriately.

Review Cycle

This policy was last updated in July 2021 and is scheduled for review in July 2024.