



Auburn
High
School

INTERNET ACCEPTABLE USE POLICY

Auburn High School
Acceptable Use Policy 2018

Acceptable Use Policy

The purpose of this document is to establish a policy for the acceptable use of computer facilities and the internet by students at Auburn High School.

21st 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 online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

The Auburn High School Acceptable Use Policy ensures both Parents and Students are aware of the School's ICT Policies and are aware of the inherent risk that comes with accessing Internet related material.

The agreement has three parts:

Part A: School Support for the Safe and Responsible Use of ICT Technologies

Part B: Student & Parent School ICT and Online Services Agreement

Part C: Student & Parent Authorisation Form

Please ensure you sit down with your child and read Part A and B then fill out, sign and return Part C to the school ASAP.

Without returning Part C your child will not be able to access any ICT at the School.

Part A: School Support for the Safe and Responsible Use of ICT Technologies

Auburn High School uses the internet, student and parent online services and digital technologies as teaching and learning tools. We see these tools as valuable resources, but acknowledge they must be used responsibly.

You and your child have been asked to agree to the responsible use of Internet, Student and Parent Online Services and Digital Technologies provided by the School. Parents/Guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

This User agreement incorporates the safe and responsible use of the Student and Parent Online Services provided by the School in 2017. These will include: School Based Student E-mail, Compass, Student Collaborative Portal, Concord Infiniti and other online services that might be provided by the School throughout 2018.

At **Auburn High School** we:

- have policies that outline the values of the School and expected behaviours when students use digital technology and the internet
- provide an Internet service that is filtered to only access education content, which is controlled by the Department of Education and Training (DET)
- provide access to the Department of Education and Training (DET) online services (e.g. FUSE <http://fuse.education.vic.gov.au>)
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a Cyber Safety program which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/guardians to understand this agreement (e.g. language support)
- work with students to outline and reinforce the expected behaviours when using Online Services provided by the school.

Compass (online services)

Our school uses an online sharing platform called Compass to deliver its educational programs and to perform its administrative functions. Compass is an essential feature in our student management, student learning and in parent and student communication with the school.

The purpose of this guide and agreement is to provide you as the parent, carer or guardian with information to decide whether to consent to:

- The student's participation in activities that use Compass
- The use and disclosure of the student's name

The use of Compass also relates to digital learning. This guide and agreement is also provided for you to authorise the use of any of the student's owned or derived content that is uploaded into or published on Compass.

Part B: Student & Parent School ICT and Online Services Agreement

For the use of all ICT Technologies at Auburn High School

When I use digital technology I agree to:

- Abide by the Department of Education and Training (DET) acceptable use policy – refer to link (<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>)
- 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 teacher 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 by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- 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 the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorized programs, including games, to the school or run them on school computers
- not connect to any other internet source other than the school provided Internet Service Provider (ISP). This includes; connecting to Wireless Hotspots, Bluetooth and other wireless internet devices
- not use circumvention technologies (eg proxy bypass, VPN, hotspots, dongles or similar) to get around internet filtering.

When I use other ICT equipment not provided by Auburn High School (e.g. mobile phones) I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- only take photos and record sound or video when it is part of 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 access any material online that is not school related.

Personal ICT devices (e.g. mobile phones) that have been brought by a student from home to school are the student's responsibility and will not be given any support by ICT. Furthermore, these devices will not be connected to the School's Wireless or Wired network. ICT constantly monitors the network, and any personal devices found will be blocked immediately from network access and the user banned from accessing anything on the network.

This Acceptable ICT Agreement also applies during school excursions, camps and extra-curricular 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.

Part C: Student & Parent Authorisation Form

For the use of all ICT Technologies at Auburn High School

Return this signed section to the office

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

Student First Name: _____

Student Last Name: _____

Year Level: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

OFFICE USE ONLY: Student ID: _____