

## Hampton Park Secondary College Acceptable Use Agreement for Internet and Digital Technologies

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**Hampton Park Secondary College** believes the teaching of cyber safe 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 online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/caregivers are requested to reinforce this behaviour at home.

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

**Hampton Park Secondary 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/caregivers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Hampton Park Secondary College** we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Record all web, email and Lync activities as part of our duty of care and for your protection
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/caregivers with a copy of this agreement.
- Support parents/caregivers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

## Part B - Student Declaration

**When I use digital technologies 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 writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Using the internet for educational purposes and use the equipment properly
- Using social networking sites for educational purposes and only as directed by teachers
- 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.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- 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.
- Not revealing my school passwords to anyone
- Not bringing to school or downloading unauthorised programs, including games.

**In addition, when I use my personal mobile phone, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).
- 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.
- 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.

## **Part C - Conditions of use for school-owned devices, including those purchased under the National Secondary School Computer Fund (NSSCF) and student owned devices.**

### **1. School owned equipment**

#### **1.1. Equipment**

**1.1.1.** The student must bring portable devices fully-charged to school every day.

**1.1.2.** Where the school provides the mobile device, the school retains ownership of the device.

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

**1.1.4.** For NSSCF devices, 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.

**1.1.5.** For other school devices under a rental agreement refer to the relevant agreement.

#### **1.2. Damage or loss of equipment**

**1.1.1.** All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

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

**1.1.3.** In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

**1.1.4.** In the case of loss or accidental damage, a statement should be signed by a parent/caregiver and provided to the school.

**1.1.5.** Students may be required to replace lost or damaged chargers.

**1.1.6.** If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.

**1.1.7.** 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 device.

### **2. Student Owned Devices (BYOD)**

#### **2.1. Equipment**

**2.1.1.** The student must bring portable devices fully-charged to school every day.

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

#### **2.2. Damage or loss of equipment**

**2.2.1** Devices should be covered by personal insurance that covers use outside the home

- 2.2.2** Any problems, vandalism, damage, loss or theft of the device during school hours must be reported immediately to the appropriate Year Level Manager.
- 2.2.3.** Private property brought to school by students is not insured by the school or covered by school insurance, and it is not the responsibility of the Department or the school if that property is lost, stolen or damaged.

### **3. Standards for all devices**

The student is responsible for:

- 3.1.1.** Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.
- 3.1.2.** Backing up data securely.
- 3.1.3.** Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

### **4. Support**

- 4.1.1.** HPSC will provide technical support for issues relating to the school wireless and the Virtual Desktops. The technicians may provide limited technical support for issues relating to personal devices.

## Part D – Student Commitment

### 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)
- Student owned ICT devices
- Mobile phones
- Email, Lync and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal 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-curricula 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 Hampton Park Secondary College Student Engagement Policy if I do not behave appropriately.

**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:**..... **Homegroup:**..... **Date**.....

**Student Mobile Number:** \_ \_ \_ \_ \_

**Student Signature:** .....

**Parent/Caregiver Signature:** .....

**School Laptop**     

**BYOD Device**     

If you have any concerns about this agreement or ideas for making the agreement better contact **Karen Shiel (Assistant Principal)** or **Helga Coulson (eLearning Leader)**

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>