



'Achieving Excellence'

FAIRHILLS HIGH SCHOOL ACCEPTABLE USE FOR COMPASS, INTERNET & DIGITAL TECHNOLOGIES AGREEMENT

Revised 25/11/2014

Fairhills High School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and 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/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

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

Fairhills High School uses the Compass (Information Management System), 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 Compass (Information Management System), internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Fairhills High School** we:

- provide a one-to-one Notebook Package for all students in Years 7-12
- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect and EDUlist www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide some supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings, the school website and through the document attached to this agreement for parents to keep at home
- work with students to outline and reinforce the expected behaviours on Compass.
- allow students to carry mobile phones to supplement other digital technologies provided that they use them according to the schools specific guidelines.
- connect accredited notebook computers to the school internet if parents select the Bring Your Own Device (BYOD) option.

Part B - Student Agreement

When I use digital technology I agree to:

- 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 unauthorised programs, including games, to the school or run them on school computers

When I use my mobile phone, iPod or other mobile device 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
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- 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.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities, and to students who take up the option of Bring Your Own Device (BYOD).

1. Purpose

The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.

2.1.2 The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school

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

2.1.4 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

2.1.5 If the student brings their own device to school (BYOD), the maintenance of software, hardware and repairs is the responsibility of the student.

2.2 Damage or loss of equipment

2.2.1 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.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

2.2.3 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.

2.2.4 Students will be required to replace lost or damaged chargers.

2.2.5 If a device is damaged and said damage is not covered by the manufacturer's warranty the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device.

2.2.6 If the option of Bring Your Own Device (BYOD) is selected, repairs to computer is the responsibility of the parent.

2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school

3. Standards for device

The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home or school

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard. This also applies if you take up the BYOD option.

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.

PLEASE READ PAGES 1-3 CAREFULLY AND KEEP THEM AS YOUR RECORD FOR FURTHER REFERENCE. THEN COMPLETE THIS PAGE INCLUDING SIGNATURES AND RETURN JUST THIS PAGE TO THE SCHOOL.

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 mobile phone, internet and other technology access privileges being suspended or revoked. I further agree to comply with the arrangements that apply to any warranty or insurance claims I may make as detailed in the attached document. I understand that if the option of Bring Your Own Device (BYOD) is selected, I must adhere to the conditions of the Acceptable Use Agreement and that there will be no technical support, re-imaging of my device or repairs done by the IT department of Fairhills High School.

Student Name _____

Year Level _____

Student Signature _____

Parent/Carer Signature _____

Date _____

If you have any concerns about this agreement or ideas for making the agreement better contact **Jennifer Oliver, Director of e-Learning**.

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

Checklist - Items to be checked off before the computer can be issued

- I have filled in and signed the above Agreement slip
- I have made the following arrangements for payment of the appropriate Computer Package fee:
 - Paid in full
 - Made other special arrangements with the Business Manager
 - Not Applicable - as I am taking up the Bring Your Own Device (BYOD) option
- I have committed to a total computer fee of:
 - \$660 for a new Notebook
 - \$440 for a one year old second hand Notebook
 - \$220 for a two year old second hand Notebook
 - Not Applicable - as I am taking up the Bring Your Own Device (BYOD) option

Parent's Signature _____ Date _____

The computer has been picked up on _____ Serial Number: _____

Technician Signature _____ Student Signature _____

About this Acceptable Use Agreement (AUA) template

The Department of Education and Early Childhood Development (DEECD) has provided this template to assist school communities to develop agreements as to what constitutes acceptable use of the Compass (Information Management System), internet, notebooks and other digital technologies in their community.

Responsibilities;

– **schools should:**

- review their expected values and behaviours for the use of digital technologies and articulate these in their Student Engagement/Wellbeing Policy
- articulate how they will meet their duty of care in the use of digital technologies and add additional measures or details around programs to the agreement. The conditions stated in the agreement are basic requirements (Part A)
- ensure every student has agreed and signed the agreement prior to accessing digital technology (Part B)
- communicate with and support parents/carers, students and teachers to ensure they fully understand the agreement

– **teachers should:**

- discuss the agreement with their students and ensure they understand each dot point
- develop a classroom environment that promotes safe and responsible behaviour online

– **parents/carers should:**

- read and understand what the school will do to support the safe and responsible use of digital technology (Part A)
- read through the agreement and discuss it with their child to ensure they understand each dot point
 - consider how they might support safe and responsible behaviour online at home

– **students should:**

- read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part A)
- negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve the agreement
- sign and abide by the agreement (Part B)