



ICT ACCEPTABLE USE AGREEMENT 2023

School profile statement

At Mooroolbark College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This document outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviors we have of our students when using digital or online spaces. The BYOD program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

At Mooroolbark College we have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.

At our school we will;

- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

➤ <http://www.education.vic.gov.au/about/programs/bulystoppers/Pages/parentmodul es.aspx>

➤ <https://www.esafety.gov.au/education-resources/iparent>

It is expected that students will use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material related to class work;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopedias, etc.

It is irresponsible for students to:

- use the IT resources in an unlawful manner;
- download, distribute or publish offensive messages or pictures;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- stream music or video that is not related to classroom activities;
- play any games during class time;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws (e.g. use of illegally downloaded games and music, and illegal sharing of games and music);
- use any form of internet chat/messaging service without your teachers permission;
- send chain letters or Spam e-mail (junk mail);
- connect to or access non-school wireless networks during school hours;
- Knowingly download viruses or any other programs capable of damaging or disrupting the school network or any connected devices;
- Handle and use another student's device without the owner's permission.

BYOD Program

The use of personal technology devices to provide access to educational resources is a privilege. Approved use of devices by users during the school day is restricted to educational use and students are expected to follow the guidelines contained within the Mooroolbark College ICT Acceptable Use Policy. Students are not to play any games or use social media services or any sort unless given permission by a teacher for academic reasons. When abused, privileges may be taken away.

- Users take full responsibility for their personal devices at all times. The school is not responsible for the security, loss or damage of the device.
- The device must be brought to school in fully charged state.
- The device must be in silent mode during the school day unless otherwise directed by the teacher.
- The device may not be used for academic dishonesty of any type or for non-instructional purposes during the school day.
- The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities unless this action is part of an assignment by a teacher and permission has been given by those being recorded/photographed.
- During class time the device may only be used to access resources which are relevant to classroom curriculum. Students should not be "browsing the web" or accessing non classroom related materials on their devices.
- Students must comply with teacher's instructions regarding use of devices in their classroom.
- The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement and the student code of conduct, including investigating student discipline issues as allowed by school policy.
- Students must not, though use of software or services, attempt to circumvent security and access restrictions within the school.

Additionally

- Users will protect their privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Users will protect the privacy of others by never posting or forwarding their personal details or images without their consent;
- Users are responsible for the security, maintenance and integrity of their individual devices and their network accounts. Students and their parents/guardians are required to register their device/s with Mooroolbark College prior to connecting to the school network.
- Under no circumstances should passwords used to access the Mooroolbark College network divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher or Information Technology Support Services.
- Accidental damage to a device is the owner of the device's responsibility.
- Students and their parents / guardians will be held responsible for the wilful and deliberate misuse or inappropriate behaviours resulting in damage to another student's device.
 - In the event of a dispute regarding the cause of damage to a device, the school may act as an arbitrator, but shall take no responsibility in reparations or resolution of the dispute.
- All students using the systems are encouraged to show that they are positive ambassadors for Mooroolbark College. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students will not copy software, information, graphics or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, safe Internet, email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- All devices must also be encased in a sleeve when not in use. All devices must be clearly identified with the student name.
- Devices must have 3G/4G/5G disabled in the school environment if the device has that capability.
- Students must bring their device to school with a full charge each morning. Charging facilities are not available and it is the student's responsibility that their device is charged and ready for use each day.
- The school may collect and examine any device at any time for the purpose of enforcing the terms of this agreement and the student code of conduct, including investigating student discipline issues as allowed by school policy.