

ICT USER AGREEMENT

Last Ratified by School Council: June 2019

Review Date:2022

Purpose

Access to Information Communication Technology devices and Digital Technology resources are provided to students at Laverton P-12 College to support and enhance their learning. The purpose of this agreement is to ensure rules for appropriate use of these devices and resources are followed, thus protecting continuous access for students. Students and parents are asked to carefully read and then sign the following agreement.

School Profile Statement

Laverton P-12 College recognises the need for students to be safe and responsible users of Digital Technologies and devices. We believe that explicitly teaching students about safe and responsible virtual behaviours is essential, and is best taught in partnership home and school. We request that parents/guardians work with us and encourage this behaviour at home.

At Laverton P-12 College we:

- a) support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- b) have a student engagement and wellbeing policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- c) educate our students to be safe and responsible users of digital technologies
- d) raise our students' awareness of issues such as online privacy and intellectual property including copyright
- e) supervise students when using digital technologies for educational purposes
- f) provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- g) respond to issues or incidents that have the potential to impact on the wellbeing of our students
- h) know that some online activities are illegal and as such we are required to report this to the police
- i) support parents/guardians 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
- j) provide parents/guardians with a copy of this agreement.

The Department is responsible for ensuring the use of Department ICT resources is legal, ethical and consistent with the aims, values and objectives of the Department and its responsibilities to employees, students and other ICT users. Please see the DET Acceptable Use Policy for further information

<https://www.education.vic.gov.au/hrweb/Documents/ICT-acceptable-use-policy.pdf>

Student Declaration

When I use devices and digital technologies at Laverton P-12 College I will:

Communicate and act respectfully by thinking and checking that what I do, write or post is polite and responsibly.

This means:

- o 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)
- o protecting personal information (of my own and others) by being aware that my full name, photo, birthday, address and phone number is personal information and should not be shared online
- o protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- o 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
- o presenting work and ideas that are my own, ensuring not to copy these from others or the internet
- o making sure what I say, post or share online is appropriate and respectful
- o accessing age appropriate content, applications and/or websites
- o searching for appropriate content at all times
- o handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- o ensuring I check and follow the terms and conditions of websites and check with the teacher if I need further assistance
- o not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student
- o ensuring I do not download or use any unauthorized programs.

Student

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement when using any device both within the school environment and on online platforms.

I understand that there are actions and consequences established within the Laverton P – 12 College Student Engagement Policy if I do not behave appropriately. I understand that if I break this agreement, I may be unable to use the ICT devices and/or required to pay for any damage that I have caused.

Student Name (Printed): _____ *Grade:* _____

Student Signature: _____ *Date:* _____

Parent

I acknowledge that my child has read and understands the contents of this Acceptable ICT Use Agreement

Parent Signature _____ *Date:* _____