

# DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

## WRC ACCEPTABLE USE AGREEMENT



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 56239900



### PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

### SCOPE

This policy applies to all students and staff at Warragul Regional College

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#).
- Technology and ICT services in schools

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Warragul Regional College's [Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## POLICY

### Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Warragul Regional College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### Personal Devices at Warragul Regional College

Warragul Regional College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of laptops.

Parents/carers are invited to purchase a device for their child to bring to school. Warragul Regional College has a College Laptop Program that offers advice on suitable models, specifications, insurance, and technical support and online ordering portals. This information is provided in enrolment packs, College Website <http://wrc.vic.edu.au> or from the General Office.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case with a charger
- has at least Hard Drive 256 GB of storage Memory 4GB RAM
- operates on OS version Windows 10 or later

Please note that our school does not have insurance to cover accidental damage to students’ devices, and parents/carers are encouraged to consider obtaining their own insurance for their child’s device.

Students, parents, and carers who would like more information or assistance regarding our College Laptop program are encouraged to contact our IT Department 56239913 or email [it@wrc.vic.edu.au](mailto:it@wrc.vic.edu.au)

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Warragul Regional College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Warragul Regional College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including cyber security and cyber safety education
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our [Student Engagement policy](#) that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own login information and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another student, the account holder must notify IT or their sub school immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our [Yard Duty and Supervision Policy](#).

### Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Warragul Regional College's [Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy](#).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Warragul Regional College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of department based software
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's [Student Wellbeing and Engagement and Bullying Prevention policies](#).

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website <http://wrc.vic.edu.au>
- Included as annual reference on Compass
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	22 June 2024
Consultation	School Council June 2024 eLearning Specialist June 2024 Positive Climate team 16 June 2024
Approved by	Principal
Next scheduled review date	July 2026

## ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

#### ICT ACCEPTABLE USE

The use of the network at Warragul Regional College is monitored. Your access to or use of this network is subject to your compliance with the DET Acceptable Use, Policy for Information, Communication and Technology (ICT) Systems and requirements of information, privacy laws. The complete policy may be read at <http://www.education.vic.gov.au/aup>. Unauthorised or improper use of this network may result in disciplinary action and or civil or criminal penalties.

Cyber safety is an important issue for all students. By the time students arrive at secondary school most will already be regular and active users of digital technologies including social media tools such as Facebook.

This agreement is to support students to behave safely and responsibly online, both inside and out of school.

We encourage parents to share and discuss this document with their child.

At Warragul Regional 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 Wellbeing Policy that clearly states our school's values and the expected standards of student behavior, including actions and consequences for inappropriate behavior.
- 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.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed. The school has purchased a program to support teachers to closely monitor what students are using their computers for in the classroom.
- 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/guardians with a copy of this agreement.
- 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.

## Part A: School Profile Statement

Warragul Regional College recognizes the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents and guardians.

## Part B: Student Declaration

When I use digital technologies, I agree to be a safe, responsible, and ethical user always, 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 behaviors)
- 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 photos or videos without their written consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviors
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- 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 / Tech team 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 username or password of another student or uninstalling any software provided by the school

## In addition, personal mobile phones

### Personal mobile phone use

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at Warragul Regional College during school hours, including lunchtime and recess, unless an exception has been granted. Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage

Mobile phones owned by students at Warragul Regional College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Warragul Regional College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Personal Goods policy](#). Where students bring a mobile phone to school, Warragul Regional College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Warragul Regional College students are required to store their phones either in their lockers (a combination lock will be provided but we encourage you to supply your own lock) or handed into the school administration office to be placed in a lockable cupboard

## Part C.1: Conditions of Use for School-Owned Devices

### Equipment

#### Ownership of device being paid off through the school

- If taken home, the student must bring the devices fully charged to school every day.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- The device remains the property of Warragul Regional College. Until the device has been paid off, if the device has not been paid off and the student leaves the school or moves to another government or non-government school, interstate or overseas, the device must be returned to the school. Failure to return the device will result in report of theft to the police and may involve commencement of legal proceedings.

#### Standards for device

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement and Student Wellbeing Policy when using the machine, both at home and school.
- Backing up data securely on a personal USB / external hard-drive or OneDrive using your department provided account or personal account.
- Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard or seeing the technicians if their computer has been compromised.

#### Damage or loss of equipment

- Any problems, vandalism, damage, loss, or theft of the device must be reported immediately to the school.
- 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.
- In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- Students may be required to replace lost or damaged chargers.

- If a school based device is lost or damaged, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device not owned by the student is damaged the student will be asked to pay the costs of repairing the damage or if necessary, the costs of replacing the device.

I understand that

Regardless, if my laptop is a BYOD or owned by Warragul Regional College, nothing is private. The system administrators can view the contents of the device at any time.

I must bring my computer fully charged in its bag to school each day with a charger and bring to each class. I will use my device appropriately as directed by my teachers, or as outlined in this agreement

If any damage occurs, and the device has accidental damage insurance (ADI) the first incident will result in me paying the repair costs, up to \$100. The device will then be repaired. A maximum of 3 claims over 3 years if purchased from one of the schools order portals.

If the device has no accidental damage insurance (ADI) then a quote will be sent home for the repairs

Any willful damage will result in me paying the full costs for repair or replacement.

If I do not adhere to this agreement, then I will have to return my school owned device.



## Part C.2: Conditions of Use for Devices Purchased Through the School and Paid In-Full

### Equipment

#### Ownership of device paid off in full

- If taken home, the student must bring the devices fully charged to school every day.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.

#### Standards for device

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement and Student Wellbeing Policy when using the machine, both at home and school.
- Backing up data securely on the school network drive, personal USB / external hard-drive or OneDrive using your school account
- Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard or seeing the technicians if their computer has been compromised.

#### Damage or loss of equipment

- Any problems, vandalism, damage, loss, or theft of the device must be reported immediately to the school.
- 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.
- In the case of loss or accidental damage, a statement should be signed by a parent/career and provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged the student will be asked to pay the costs of repairing the damage or if necessary, the costs of replacing the device.

I understand that

Nothing is private. The system administrators can view the contents of the device at any time.

I must bring my computer fully charged in its bag to school each day and bring to each class. I will use my device appropriately as directed by my teachers, or as outlined in this agreement

If any damage occurs, and the device has accidental damage insurance (ADI) the first incident will result in me paying the repair costs, of \$100. The device will then be repaired or replaced.

Any willful damage will result in me paying the full costs for repair or replacement.

If I do not adhere to this agreement, then my device may be taken off the school network

## Part D: Student Commitment

### Definition of Digital Technologies

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments used at Warragul Regional College or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Email and instant messaging
- Internet, Intranet and Learning Management system
- Social networking sites and Video and photo sharing websites (e.g. Facebook, Twitter, Tumblr, Instagram, Picasa, YouTube etc.)
- Blogs & Micro-blogs
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts

Video conferences and web conferences

For further support with online issues students can call Kids Helpline on **1800 55 1800**.

Parents/carers call Parent line 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

## Part F: Bring Your Own Device

Warragul Regional College supports Windows 10+, Mac OS and Chromebooks.

Tablets such as Android and Ipad are also able to be used at the school as a **secondary device**, that have the required **WPA2 Enterprise** protocol only. **(Please ensure you check for the protocol before purchasing any tablet.)**

### BYOD – Software & Technical Support

Once a signed acceptable agreement is received The Student will have access to the school network, Microsoft 365 and Printers.

Any other software issues including viruses etc are the parent/guardian's responsibility.

### BYOD Repairs - Responsibility

Parents/guardians accept full responsibility for organizing repairs and meeting all ongoing costs. Parents also accept responsibility to ensure that their student has access to an alternative laptop when their laptop is under repair or otherwise unavailable. In summary, bringing your own laptop requires you to do the right research. Purchase price is only one consideration, device capability, capacity, and cost to repair/maintain are equally important.

### Device configuration and provision of software

If the device meets the minimum specifications required, the IT department will provide instructions on how to connect to the School Wi-Fi, how to connect to School printers, and installing Microsoft 365.

Any other software and hardware issues including viruses etc. are the parent/guardian's responsibility.

### Parent/Student responsibilities

- The device must be primarily for student use and made available each school day.
- The student and parent/guardian will agree to and adhere to the college's Acceptable Use Agreement.
- Organization, monitoring, and cost of hardware repairs under warranty is the responsibility of the parent/guardian.
- Repairs and costs related to accidental breakage are the responsibility of the parent/guardian.
- Data backup is the responsibility of the student and / or parent/guardian.
- Insurance for theft or loss of the device is the responsibility of the parent/guardian.

**PLEASE KEEP THIS SECTION FOR YOUR RECORDS**

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-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement. I understand that there are actions and consequences established within the Warragul Regional College Student Wellbeing Policy if I do not behave appropriately.

-----  
**Date:**  
 -----  
**Student Name:**  
 -----  
**Student Signature:**  
 -----  
**Name of School Contact:** Dean Radford  
 -----  
 IT Manager  
**Phone Number of School Contact:** 5623 9900  
 -----  
**Home Group: (TBA)**  
 -----  
**Parent / Guardian A Signature:**  
 -----  
**Name of Parent / Guardian A:**  
 -----  
**Parent / Guardian B Signature:**  
 -----  
**Name of Parent / Guardian B:**  
 -----

**PLEASE RETURN THIS SECTION TO SCHOOL**

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-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement. I understand that there are actions and consequences established within the Warragul Regional College Student Wellbeing Policy if I do not behave appropriately.

-----  
**Date:**  
 -----  
**Student Name:**  
 -----  
**Student Signature:**  
 -----  
**Name of School Contact:** Dean Radford  
 -----  
 IT Manager  
**Phone Number of School Contact:** 5623 9900  
 -----  
**Home Group: (TBA)**  
 -----  
**Parent / Guardian A Signature:**  
 -----  
**Name of Parent / Guardian A:**  
 -----  
**Parent / Guardian B Signature:**  
 -----  
**Name of Parent / Guardian B:**  
 -----