

# WRC Acceptable Use Agreement – Secondary Students



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
- Not bringing to school or downloading unauthorized programs, including games.

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 though 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 the school network drive, personal USB / external hard-drive or OneDrive using your Warragul Regional College 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 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 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

The laptop is 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 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 or replaced.

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 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 Warragul Regional College 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 Ultranet & Edmodo
- 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 and Mac OS **The school does not support Tablets or Chrome OS (Chrome Books)**

### BYOD – Software & Technical Support

Once a signed BYOD Agreement is received The Student will have access to the school network, Office 365, Printers and Adobe Photoshop.

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

### BYOD Repairs - Responsibility

By selecting this option, 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 Office 365.

Any other software 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.

### Tablets and Chrome OS (Chrome Books)

- Software that is used by the school may not be available for Tablets and Chrome OS (Chrome Books)
- Network issues with the school network
- Security issues antivirus malware



## 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: