

# Digital Technologies: Acceptable Use Agreement



At Hallam Senior College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive, and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

## At our school we:

- Have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- 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 and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.

***\*\*Student declaration to be signed on the reverse and returned to the school.\*\****

This Acceptable Use Agreement outlines the responsibilities of all parties in relation to digital tools and online usage. Parents wishing further information may visit both the [Department of Education and Training](#) and Cybersmart:

- Bully stoppers Parent Interactive Learning Modules  
[www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Parents Cybersafety guide  
[www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx)
- DET Acceptable Use Policy for IT Systems  
[www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx](http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx)

# Digital Technologies: Acceptable Use Agreement



**\*\*RETURN THIS\*\***

## Student Declaration

**When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, by:**

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- 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 images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviours
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or required attention
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- Not downloading unauthorised programs, including games, malicious or illegal software
- 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
- Not intentionally damaging or vandalising school, students or staff ICT equipment.

### **I am responsible for:**

- Bringing my portable device fully-charged to school every day
- Ensuring my devices have appropriate virus protection
- Adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom
- Ensuring that my usernames and passwords are not shared with others
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extracurricular activities, and at home for any activities associated with Hallam Senior College, its staff or students.

### **By signing this form, or clicking 'agree'**

- I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
- I understand that the school's internet server keeps logs of all electronic traffic into and out of the school's network. I agree not to attempt to bypass any of the school's filtering or security policies.
- I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Student</b>			
<b>Parent/Guardian</b>			

*Please return to reception, any enquires please contact a College Assistant Principal 9703 1266*