

Acceptable Use Agreement

At **Patterson River Secondary 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 form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At Patterson River Secondary College we:

- Have a Student Engagement Policy that outlines our college's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct and school wide positive behaviour;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*Year 7 – Learning About Me, Year 8 – Learning for Now, Year 9 – Learning for Life, Senior School – T@sk, School wide - SWPB*);
- Provide information about digital access issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies for school-directed learning.
- 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.
 - See: [Duty of Care and Supervision](#)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- 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 caregivers 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:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)



Acceptable Use Agreement

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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by 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, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and, if my understanding is unclear seek further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling school ICT devices with care and notifying a teacher of any damage or attention required.
- Handling other people's ICT devices with care and notifying a teacher of any damage or attention required.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network with a username or password of another student.
- Acknowledge my school communications (Emails, Teams chats and messaging services) may be monitored and reviewed.

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In addition, when I use my personal devices, I agree to be a safe, responsible and ethical user at all times, by:

- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.
- BYOD - Responsibility for Bring Your Own Devices is the student's individual responsibility to ensure that the device is looked after. Like all personal items brought to school the school has no liability for damage or loss of any personal items brought to school and the data/software kept on the device.
- Adhere to the policies, recommendations and guidelines outlined on the Patterson River Secondary College BYOD device web page and review regularly for updates at <http://www.prsc.vic.edu.au/index.php/byod/>
- Cloud Storage - It is important to note that we will be using Office 365 as well as some other programs and apps that use cloud based storage. The Department of Education requires us to notify you that we are doing this, and require permission, as not all cloud storage is based in Australia. Not being based in Australia does not of course mean it is less secure.
- Read and understand the College Online Services list published on the college website <https://www.prsc.vic.edu.au/our-college/document-resource-centre/> - under Policies.

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

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 there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Form: _____

Mentor Teacher signature: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____