



ELTHAM HIGH SCHOOL

CYBER SAFETY

Acceptable Use Agreement for Students



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office at 03 9430 5111.

Instructions:

1. Students and parents/caregivers/legal guardians please read and discuss all sections carefully to check that you understand your responsibilities under this Acceptable Use Agreement (AUA).
2. Parents/ guardians and students sign section C.
3. If you have any questions about this agreement, please contact the school. A copy of this document is available for your future reference on the Eltham High School website under '[Policies](#)'.

SECTION A

Introduction

At Eltham High School 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. It is to be read in conjunction with our [Digital Learning Policy](#) available on our school website.

Eltham High School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers. 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 and returned it to the School.

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.

Eltham High School 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.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct
- Have programs in place to educate our students to be safe and responsible users of digital technologies, including understanding of laptop setup and how computers deal with stored content and images
- 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) <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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(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)
(<https://www.esafety.gov.au/education-resources/iparent>)

SECTION B

Student Declaration:

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

1. Respecting others and communicating with them in a supportive manner
2. Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
3. Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
4. Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
5. Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
6. 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 behaviour
7. 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

8. Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
9. 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 seeking further explanation from a trusted adult
10. Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes
11. Handling ICT devices with care and notifying a teacher of any damage or attention required, and understanding that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family will have responsibility for the cost of repairs or replacement
12. Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
13. Not accessing media that falls outside the School's policies
14. Not downloading unauthorised programs, including games, Ad blockers, Apps and software
15. Not install or run Virtual Private Networks (VPNs)
16. Not interfering with network systems and security or the data of another user
17. Not attempting to log into the network or online service with a username or password of another person
18. Not sharing my password with anyone, and notifying IT Helpdesk immediately if I suspect my account has been used by another person
19. Understanding that this agreement also applies to my mobile phone and complying with the [Student Mobile Phone Management Policy](#).

SECTION C

Student Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

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

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.

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

Name of student:

Signature:

Date:

Parent/ Caregiver/ Legal Guardian Signature:

My responsibilities include:

- I will read this Acceptable Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cyber safe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the AUA and
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this Acceptable Use Agreement document and am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

Name of Parent/Guardian:

Signature:

Date:

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or the Code of Practice, parents/guardians will be advised in writing.