



ACCEPTABLE USE AGREEMENT

for Internet and BYOD MacBook Program

Coburg High School believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught and learned in partnership between home and school.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students must do the right thing by themselves and others online, even when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents and guardians are requested to reinforce this behaviour at home. This is an essential philosophy of our BYO MacBook program.

School support for the safe and responsible use of digital technologies

Coburg High School uses the internet and digital technologies as tools for teaching and learning. We view the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly to prevent distraction, offence or harm.

Your child has been asked to agree to use the internet and digital technologies responsibly. Parents/carers should be aware that although the school network is appropriately filtered, the nature of the internet is such that full protection from inappropriate content can never be totally guaranteed.

At Coburg High School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- provide a filtered internet service for devices which meets and exceeds expected the standard specifications from the Department of Education;
- provide supervision and direction in online activities and when using digital technologies for learning;
- support students in developing digital literacy and citizenship skills, including educating them about online etiquette, privacy and digital footprints
- provide authentic learning experiences using digital technologies to enhance and support the learning outcomes of all students;
- provide opportunities for staff to also learn and explore the use of digital technologies to continue their professional development;
- recognise the need to inform students about the dangers of cyberbullying, and demonstrate a commitment to develop strategies which aim to counteract the effect of cyberbullying on student safety and wellbeing;
- use mobile technologies (e.g. cameras, podcasts, video recordings, audio recordings or photos) for educational purposes only;
- provide support to parents through ICT information in the school newsletter and parent forums;
- work with students to outline and reinforce the expected behaviours;
- reinforce that cyber-safe and responsible behaviours are expected in student use of digital technology;
- provide a network environment where all students can be given access to the internet and a range of teaching and learning tools.

Student Acceptable Use Agreement for Coburg High School

Students are advised to keep this somewhere visible throughout their schooling (for example, in their study space)

When I use digital technology and the internet (including my MacBook, mobile phone or other mobile device), I agree to...

... be a safe, responsible, respectful and ethical online citizen.

I will do this by:

- using the digital and mobile technologies at school with courtesy, care and respect
- thinking critically about how I use content posted on the internet and respect the intellectual property of others
- making sure my online communications are appropriate – **I will not write or participate in online bullying** (this includes forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviour) and I will not use school IT equipment, devices or network to be mean, rude, offensive or to harass anyone while at school or any related activity—the same expectation applies when using ICT at any time (including social media) whether at school or not
- having no involvement with making or sending viruses or other malicious software on purpose
- making sure I understand the terms and conditions of websites and online communities and that content I upload or post is my digital footprint which I am responsible for
- respect school network security settings, and leave changes to these to the technicians at school
- caring for, and respecting school borrowed laptops, and obeying directives given for borrowed devices
- being respectful with the photos I take or video I capture for learning and never using these as a tool for making someone else feel uncomfortable or unsafe

... use my device as a resource to support my learning and only use the device for educational purposes.

I will do this by:

- taking full responsibility for the general upkeep and security of the device—this includes ensuring the device is **charged** and ready to use at the beginning of each school day
- **keeping my mobile phone in my locked locker** during school hours, unless instructed by a teacher to use the phone for educational purposes
- obtaining **repairs or replacements** at my own expense should any damage or theft occur at school, in the understanding that devices are brought to school at user's own risk with no responsibility taken by the school
- following teachers' directions for use of the device
- using the internet as a resource to support my learning at school
- not downloading illegal or unauthorised programs, files or other materials
- not using unauthorised programs, including games and torrent downloading programs, or social networking sites, at school, and not running them on school provided computers, unless directed to do so by a teacher
- ethically abiding by copyright procedures and refraining from plagiarism or **using AI technology for submission of work**
- only taking photos or recording sound or video when it is part of an approved lesson or learning experience

... protect my own privacy, as well as the privacy of other students and staff

I will do this by:

- **not identifying, discussing, photographing or otherwise publishing personal information or personal opinions about school staff, fellow students or the school**, even when outside the school
- not giving out personal details including full names, phone numbers, addresses, images, usernames and passwords
- using strong passwords; regularly updating software and enabling security features like **Find My Mac**
- not revealing my password to anyone except the system administrator or the teacher
- using only my own log-in credentials to access information on the school network
- respecting the privacy of others and recognising that others usernames and passwords belong to them
- never posting or forwarding private information about another person
- **obtaining permission** from individuals involved before taking photos, recording sound or videoing them if required for an educational lesson. Written permission should be obtained before publishing or sharing photos, sound recordings or video recordings with other people through the use of email, the internet, or social networking sites

... report inappropriate, disrespectful or hurtful use of technology to a teacher

I will do this by:

- **alerting and reporting to a teacher** if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- alerting a teacher straight away if I inadvertently come across inappropriate material, without showing any other students
- alerting a teacher if I see someone accessing an account they shouldn't or using digital technologies inappropriately
- understanding and accepting that the school has the right to check work or data on the school's computer network, email and internet to ensure student safety and appropriate behaviours.

Please complete this form and return to the
General Office



STUDENT: Acceptable Use Agreement for Coburg High School

This Acceptable Use Agreement applies at all times that students use the device for school based activities including school excursions, camps, sporting events and extra-curricular activities.

I have read this Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that if I do not follow these requirements and use technology responsibly that consequences may apply. Depending on the nature and severity of the inappropriate use or misbehaviour these could include:

- Additional compulsory digital education and awareness programs and counselling
- Suspension, revocation or renegotiation of access to the internet and digital technologies at school
- Parent involvement
- Loss of privileges
- Community service, detentions, suspensions or possible expulsion
- Reporting of severe incidences to relevant authorities

I understand that I am responsible for the device and that the school will not be liable for any devices damaged or stolen at school or on school-related activities.

Student Name:	Year Level:
Student Signature:	Date:

PARENT: Acceptable Use Agreement for Coburg High School

I have read this Acceptable Use Agreement and I understand and accept the agreement.

I acknowledge that the school will not be liable for any devices damaged or stolen at school or on school-related activities. I understand that the school strongly recommends obtaining insurance for the device in case of damage or theft.

I also understand that the school filters the network and restricts students' access to inappropriate websites but due to the nature of the internet, full protection can never be completely guaranteed.

I commit to actively monitoring my child's technology use at home and engaging them in discussion and education about digital citizenship to ensure their safety and wellbeing, as well as that of others. Websites like [eSafety Commissioner](http://www.esafety.gov.au) (www.esafety.gov.au) and [Bully Stoppers](http://www.vic.gov.au/bullying-information-parents) (www.vic.gov.au/bullying-information-parents) are great sources of information for parents.

In agreeing to take part in the BYOD MacBook program, I consent to having my child's device fixed or replaced at my own expense should there be any damage or theft at school, in the understanding that the devices are brought to the school at the owner's and user's risk.

Parent Name:	
Parent Signature:	Date: