



Acceptable Technology Use Agreement

Essendon Keilor College believes that the teaching of responsible online and cybersafe behaviour is important for every student but it is best taught in partnership between home and school.

Safe and responsible use of technology at Essendon Keilor College

Essendon Keilor College allows students to access the internet for a wide range of educational purposes. We acknowledge the importance of the use of the internet for engagement and improved learning but with this comes the understanding that it must be used responsibly and safely.

At Essendon Keilor College we:

- provide students with sessions on cyber safety. During this session students learn what acceptable and unacceptable online behaviour is. They also learn their legal rights when it comes to harassment or bullying online
- provide a filtered internet service at the school
- provide supervision and direction in internet activities when using technology for learning
- provide support and information to parents about safe use of Information Communication Technologies (ICT) through parent information evenings and newsletters
- work with students to outline and reinforce the expected behaviours when using the internet for learning.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be responsible and safe whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour) towards any member of the school community
- protect the privacy of others and never post private information about another member of the school community
- report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour towards any member of the school community
- be aware of a person's right to seek legal advice if being bullied or harassed online.

When at school I agree to:

- use all technology with respect and accept if I am responsible for any damage a contribution will be made to cover any costs of repair/replacement
- protect my privacy rights and other members of the school community by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers

- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone, iPod or other mobile device I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will keep my phone turned off during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.

When using a camera such as a mobile phone camera or a digital camera I will:

- only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs).

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that by breaking any of the terms of the agreement outlined above will result in immediate disqualification from the use of computer facilities and any further consequences deemed appropriate to the offence. The continued use of the account will be decided upon according to the severity of the breach. All breaches will incur immediate loss of access to all technology facilities until the Principal has resolved the matter.

If there are any queries regarding this agreement, please don't hesitate to contact the relevant campus principal.