Digital Learning Policy
(Internet, Social Media & Digital Devices)

Help for non-English speakers
If you need help to understand the information in this policy, please contact (03) 5330 1500 or via email mount.clear.co@education.vic.gov.au

Purpose

To ensure that all students and members of our school community understand:

(a)   our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]

(b)   expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c)   the school's commitment to promoting safe, responsible, and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d)   our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e)   the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

(f)   our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Mount Clear College.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources

- Cybersafety and Responsible Use of Digital Technologies

- Digital Learning in Schools and

- Social Media Use to Support Student Learning

- Staff also follow our Colleges Social Media Policy for all official accounts

Staff, volunteers, and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Mount Clear College Child Safety Code of Conduct

- The Victorian Teaching Profession Code of Conduct (teaching staff)

- Code of Conduct for Victorian Sector Employees (staff)

- Code of Conduct for Directors of Victorian Public Entities (school councillors)

Definitions

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications, and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools, and systems.

Policy

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.

Mount Clear College 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.

Personal Devices at Mount Clear College

Mount Clear College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of laptop computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Mount Clear College has made special arrangements with Learning with Technologies who offer discounted prices for the purchase of devices for our students. Mount Clear College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 40 GB of available storage (excluding storage needed to run the device)
- operates on Windows OS version 10 or later

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Information Technology Manager.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Clear College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Mount Clear College, we:

- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred, online services used at Mount Clear College are listed below.
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible, and discerning users of digital technologies, including Bully stoppers and Esmart modules. Respectful Relationship and Resilience Program.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the their digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.
- Student & Parents will be required to sign a declaration

Distribution of school owned devices to students and 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 (see Appendix 1).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify YLC and the IT Department immediately.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social Media

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Definitions

Social Media: are communication tools used to store, share, or discuss information online. Social media include but are not limited to:

- Social networking sites (e.g., Facebook, Myspace, LinkedIn, Google+)
- Video and photo sharing websites (e.g., Flickr, YouTube, TikTok, Instagram)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g., Twitter, Tumblr)
- Wikis and online collaborations (e.g., Wikipedia)
- Forums, discussion boards and groups (e.g., Google groups)
- Podcasting and audio casting
- Video conferences and web conferences
- Email and instant messaging (including SMS)
- Online petitions.

Policy Points

This policy provides guidelines for:

- preventing unauthorised creation and usage of social media accounts.
- authorised creation of social media accounts.
- ensuring the security of authorised social media accounts.
- appropriate conduct when using social media accounts where reference is made to Mount Clear College.
- ensuring all communication through social media with stakeholders and the media is consistent, well- informed, timely and accurate.
- ensuring comments to stakeholders, the media and other external sources are made through authorised representatives of the school.
- ensuring that consent to use of social media is obtained from parents/guardians.
- standards of conduct using personal social media to the extent it affects Mount Clear College.

Creation of social media accounts
Creation of a social media account for an educational or communication purpose requires the written consent of the Principal or delegate.

Authorised use of social media
Authorised Account Users of Mount Clear College Social Media must adhere to the content of this policy and its intent.

Security of Authorised Accounts
Authorised Account Users acknowledge that:
- all Authorised Social Media Accounts, usernames, passwords, connections, and posts made whilst engaged in social media on behalf of Mount Clear College both during and after office hours belong to Mount Clear College.
- they will provide the username and passwords to any Authorised Social Media Accounts to the Information Technology Manager.
- they will not change the Username and Passwords of any Authorised Accounts without permission from the Information Technology Manager.
- they will not disclose or cause to be disclosed the Username and Password for any Authorised Account to anyone other than the Principal and the Information Technology Manager.

In the event of unauthorised use of any Mount Clear College social media pages, passwords will be reset.

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Standards of conduct – appropriate and inappropriate use

Authorised Account Users must:

- use Mount Clear College Social Media for the sole purpose of benefiting Mount Clear College.
- ensure that posts reflect the values and support the vision and purpose of Mount Clear College.
- behave respectfully online.
- protect the privacy of students by maintaining the confidentiality of personal information and health records. For example, photographs of students used in Mount Clear College Social Media will be non-identifying, unless a signed "Student & Parent/Guardian Consent for Electronic Recording &/or Publishing" has been received.
- comply with the terms and conditions of use of the relevant social media platform.

Authorised Account Users must not:

- publish any personal images or use language that could damage the reputation of the school.
- publish material that is threatening, obscene, sexually explicit, derogatory, defamatory, harassing, discriminatory, or hateful to another person or entity, including Mount Clear College, its employees, stakeholders and/or other business-related individuals or organisations.
- publish any content that could be deemed to be illegal.
- publish any unauthorised images of students.
- make any disparaging or negative comments about Mount Clear College or any of its employees, officers, or stakeholders.
- use social media platforms to sell or promote any product not directly benefiting the school.
- make any announcements on behalf of Mount Clear College unless specifically authorised to do so.
- comment on topics that are not within the user's area of responsibility.

Authorised employees using social media in an official capacity are given autonomy to represent the school's views in an ongoing conversation with the public, parents, and students. However, there are occasions when content must be reviewed by the Principal. This includes, but is not limited to:

- content that is politically sensitive
- content that directly relates to teaching and learning
- content that is associated with a project or activity deemed to be high-risk
- a response to an individual or group that is deemed to be high-risk
- content that directly quotes another staff member (e.g., a response attributed to the Principal).

When interacting with Mount Clear College Social Media, members of the school community are expected to behave respectfully in accordance with the school's values *(Care, Commitment, Respect & Responsibility)*. One important aspect of this is that complaints are to be directed through appropriate channels not via social media.

Standards of communication via social media

Authorised Account Users must:

- use correct grammar and spelling as far as practical
- ensure that posts are accurate and not misleading

Intellectual property

Authorised Account Users must ensure that they do not breach any laws by:

- using Mount Clear College's name, logos and trademarks, or other such intellectual property without permission.
- using materials that are subject to copyright or passing them off as the user's own original work.

Consent to use of social media

Parent/Guardian consent is required for students to participate and register to use social media tools.

Parent/Guardian consent is required to upload information, images, and videos of students. This consent is sought upon student enrolment. This is very important as a failure to obtain this consent may amount to a breach of privacy.

Standards of conduct using personal social media

Employees using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs, or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Mount Clear College (refer to Education and Training Reform Act 2006 Ministerial Order 2009 Order 199).

Communication and reporting

Information published via social media is a public record and a corporate record for record-keeping purposes.

Breaches

Any breach of this Policy may result in disciplinary or legal action. In addition, Victorian and Commonwealth legislation creates criminal offences for the misuse of social media (refer http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedialegal.aspx)

Complaints

Concerns about the content on our Facebook page should be directed to the College via telephone 03 5330 1500 or email mount.clear.co@education.vic.gov.au. All concerns will be addressed in a timely manner.

Department of Education & Training (DET) Privacy Collection Statement

Mount Clear College is utilising social media tools to inform parents and community members of events and opportunities at the school and to build a stronger sense of school spirit and pride. We will post about upcoming and past events, achievements, and school activities, including but not limited to photos and videos at events, images of student works and details of staff, students and wider community projects and achievements. Be aware that other registered users will be able to view any posting made by the Page administrators and any responses from other registered users that are posted.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Mount Clear College's *Core of Values (Care, Commitment, Respect & Responsibility), Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Mount Clear College will institute a staged response, consistent with our student engagement and behaviour policies*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- Education in
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- If appropriate other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Link to Mount Clear College Policy Page, will be Included in student diaries so that it is easily accessible to parents, carers, and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Online Services at Mount Clear College

What type of online services are used at our school?

Our school uses a variety of online services and applications (online services) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

1.   teaching and learning.
2.   communication and engagement with parents.
3.   student administration.
4.   school management.
5.   complying with legal requirements; and
6.   other purposes stated in the Schools' Privacy Policy.

Our school collects, uses, discloses, and stores student and parent personal information on these online services for these purposes or were permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the Information Privacy Principles. Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements, and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

What content and materials will be shared through the online services?

Students may have the ability to create, store and share any schoolwork related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

What school polices and support apply to these services?

The following school policies and documents apply: Acceptable Use Agreements (See Appendix 1), Student Engagement Policy, Photography and Filming Policy, these will be used to inform the school community on acceptable behaviours. Our school policies are available on our website (https://mountclear.college/Policies)

If you wish to request access to your or your child's information, or have any questions, please contact Ms Lynita Taylor, College Principal on 03 5330 1500.

Online services used for multiple purposes, and (where applicable) for parent communication and engagement about the student's learning outcomes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass Education	Academic Assessment & Reporting, Attendance, School Communications - General School Information (one-way), School Communications - Student Educational Outcomes (one-way), Calendar , Education - Lesson/ Curriculum Planning, Education - Lesson Delivery /Activities, Education - Individualised planning, Events Management - General (exclude Sport Events), Events Management - Sport Events only, Finance Management - Budgets and Reporting, Finance Management - Receivables, Payables, Cash, Procurement , Finance Management - Online Payment Systems, Health and Wellbeing - Behavioural Management (excludes health information) , Health and Wellbeing - Support for Special Needs or At Risk Students, Interactive or Self- Service - Parent Portal , Timetabling , Visitor Registration System, Online Forms and Surveys – Administration	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health & Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Administrator Student Teacher Parent
Microsoft 365 (formally Office 365)	Education - Lesson Delivery /Activities, Education - Individualised planning, Hosting of Student Emails, Online Forms & Surveys *Various subjects	Student Full Name Student Email Student Year Level Student Class Student Work Student Assessment	Australia	Administrator Student Teacher
edVAL Education	Timetabling	Student Full Name Student Year Level Student Class	Australia	Administrator
Google G-Suite (Earth ED only)	Education - Lesson Delivery /Activities, Education - Individualised planning	No Student Information	Overseas	Administrator Teacher
Papercut MF	Print Control Technology	Student Full Name Student Email	Australia	Administrator
Oliver Library Software	Library Management System	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo	Australia	Administrator
Sine Pro	Contractor Management Contractor Registration System	No Student Information	Australia	Administrator
3CX Phone System	Communications - Phone System Communications – Staff, Parents, Students & General Public	No Student Information	Australia	Administrator Teacher
ClearSTORE	Uniform and equipment purchasing	Student Full Name Student Code Student Home Room Student Email	Australia	Administrator Optional user accounts

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Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
SPA Data Tracker	Academic Assessment & Reporting	Student Full Name Student Year Level Student Class Student DOB	Australia	Administrator Teacher
Stile Education (DET Supplied)	Academic Assessment & Reporting Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Email	Australia	Administrator Student Teacher
OARS – PAT Testing	Academic Assessment & Reporting Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Year Level Student Class Student DOB	Australia	Administrator Student Teacher
Soundtrap	Education - Lesson Delivery /Activities *Music	Student Full Name Student Email	Overseas	Administrator Student Teacher
Essential Assessment	Academic Assessment & Reporting, Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Year Level	Australia	Administrator Student Teacher
Education Perfect	Academic Assessment & Reporting, Education - Lesson Delivery /Activities	Student Full Name Student Email	Australia	Administrator Student Teacher
Edrolo	Academic Assessment & Reporting, Education - Lesson Delivery /Activities	Student Full Name Student Email	Australia	Administrator Student Teacher
Other online services used for short periods	*Various subjects	Student Full Name Student Class Student Work Student Email	Australia or Overseas	None or (Student, Teacher, Administrator)

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Policy Date	September 2022
School Council Approval Date	School Council approval not required
Author	Information Technology Manager, in conjunction with Assistant Principal Special Programs & Student Services Coordinator
Next Review Date	October 2024

Parents/Guardians and students are required to read this document in its entirety as a family, then complete, sign and return the page containing Part C.

Part A – College ICT Profile Statement

At Mount Clear 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 for our students when using digital or online spaces.

At our School we:

- have a Student Wellbeing and 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. Mount Clear College uses Compass, Internet and digital technologies as teaching and learning tools. We regard the internet and digital technologies as valuable resources but acknowledge they must be used responsibly. The College provides education to students on how to be safe, responsible, and ethical users of digital technologies through a Year 7-9 Cybersafety Presentation Program. Parent/Guardian Cybersafety Information Sessions are conducted annually for all Year 7 Parents/Guardians as well as any new families with students attending our College.
- 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 the earliest opportunity, and other measures.
  o Duty of Care and Supervision - https://mountclear.college/1743bf
- 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; and
- 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:
  o Bullystoppers Parent Interactive Learning Modules - https://mountclear.college/1eaf7c
  o iParent | Office of the Children's eSafety Commissioner - https://mountclear.college/6d6656

All students are required to agree to use Compass, Office 365 programs and subject-based online tools as well as general Internet use responsibly whilst at school - a summary of all online services used at Mount Clear College is provided on our College website. By signing Part C of this Agreement, you are accepting your child's access to these programs. The most regularly used programs and their functions are displayed in the table below:

MCC Learning Platforms	Applications/Functions
Compass	Student Schedule/Calendar: Student schedules will be updated to reflect online learning expectations. Compass News Feed: Teachers will provide direction for learning activities in the News Feed section. Compass Learning Tasks: Learning Tasks will continue to be used for assessment tasks, to track due dates and for student submission of tasks. Email: Students and teachers can communicate about their learning one to one.
Office 365	MAIN APPLICATIONS USED: Teams: Teams enables students to participate in online lessons via video conferencing, calls and messages with their classes, including groups and individuals. Outlook Email: Students and teachers can communicate about their learning one to one. OneNote: Students access structured lesson sequences in online class notebooks where a variety of files and links to resources are embedded for them to work through. Also, teachers can provide feedback directly onto the students' notebook, in written or audio format.
Subject-based Tools	Ed Rolo, Education Perfect, Essential Assessment, Jacaranda Maths Text These tools support skill-building in specific learning areas and are all accessible via the School Favourites ('Star') menu in Compass

Compass is a password protected online learning space for all Mount Clear College students. In this space students will be able to access tools to communicate and collaborate with other students and be able to access learning activities, timetable and their own data both at school and at home.

If you have the internet at home or are able to access it via mobile technology encourage your child to show you what they are doing online. If not, see if you can make a time to visit the College to see their work and how the school uses the internet.

Part B – Advice for Parents/Carers

At Mount Clear College the internet is used to support teaching and learning. Not only is it a resource for students, but it is increasingly being used as a social space to meet, play, and chat after hours.

Bullying, stranger danger, gossip and telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which are now present online. These are not 'virtual' issues. They are real and harm or hurt.

At home we recommend that you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities.
- ask them to give you a tour of their 'space/apps', if they are using a site which allows them to chat, publish photos, play games, etc. whilst online.
- always ensure the settings on their space/page/apps are set to private (or show them how to control the privacy options) if they are using a social networking site.
- have the computer with internet access set up in a shared space in the house-not in your child's bedroom.
- negotiate appropriate times for your child's online activities and use of mobile phones.
- ask questions when your child shows you what they are doing.
- designate a place to charge the laptop/mobile phone overnight in a shared area such as the kitchen; and

monitor the use of laptops/mobile phones and not allow them to be used in the bedroom overnight to ensure that students are not sending messages to friends and that your child has sufficient sleep.

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.
- 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.
- 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.
- 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.
- 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.
- 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.
- meeting the stated terms and conditions for any digital or online tool and completing the required registration processes.
- handling 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 VPNs, games, or any malicious software.
- not interfering with network systems and security or the data of another user.
- not attempting to log into the network or online service with a username or password of another person.

When I use my laptop in the classroom setting, I agree to:
- bring my device to class charged and ready to use.
- Saving my files to OneDrive
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker or school bag [if I opt not to use a locker] when not in use, changing the password frequently and to not reveal it to others).
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes (this includes any device on loan whilst my own device is being repaired).
- use only approved educational apps/programs during class time or as directed by the teacher.
- the College removing apps/programs from the device that are inappropriate - such as any games being played in class, social media apps.
- keeping at least 40Gb free on the device for schoolwork.
- have all the specified school apps/programs on my device at all times.
- keep my software up to date.
- keeping my device free of social networking apps (including Facebook, Snapchat, etc); and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.
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The Acceptable Use Agreement also applies during school excursions, camps, and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at the College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or removed.

| Student Name | | Year Level | | Signature | | / / |
| Parent/Carer Name | | Signature | | | / / |

If you have any concerns about this Agreement, please contact the College.