Digital Technology Acceptable Use Agreement

At Holy Trinity Lutheran College, we support the rights of all members of the college community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the college community.

At our college we:

- have both an *Information and Communication (ICT) Policy* and a *Cyber Safety Policy* that state the college's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child by providing this Acceptable Use Agreement and current information.

Use of digital technologies

We use a range of digital tools and technologies throughout the college to enhance student learning in line with best educational practice. Some of the benefits of using digital technologies within the classroom are to:

- improve student engagement and interest
- develop and encourage lifelong learning skills
- provide tools to research and collaborate both locally and globally
- cater to different learning styles and abilities
- embrace best practice teaching and learning pedagogy
- link learning to real life situations.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- college-owned ICT devices and BYOD (e.g. desktops, laptops, Chromebooks, iPads, mobile phones, printers, scanners)
- educational program suites (e.g. access to Google Apps for Education—G suite—that is granted from Year 3)
- email and instant messaging (e.g. email account provided from Year 3)
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)

- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at the college, during excursions, camps and extra-curricular activities, and at home.

User responsibilities

Students are responsible for:

- using equipment for its intended purpose
- reporting any hardware/software issues or physical damage immediately
- ensuring they are using and transporting digital technologies safely to prevent damage (e.g. not eating or drinking while using devices; walking in the classroom)
- correctly returning equipment to the trolley and ensure it is connected to the designated charger where appropriate
- adhering to this Acceptable Use Agreement
- being aware that their accounts can be accessed by HTLC domain administrators at any time
- keeping personal information secure and private.

Students are not to:

- modify or tamper with any college-owned device, including iPads, Chromebooks or PCs, in any way other than instructed by the administrator or other college personnel
- clear or disable browsing history or set password protection on the device
- knowingly access inappropriate websites, apps or programs that conflict with the Christian ethos of the college or CyberSafe practices
- use technology to download, display or send offending or degrading messages or images with the intent to intimidate, bully or harass another student, member of staff or a member of the public
- access the college's internet outside of school hours
- knowingly use another person's account.

The college is responsible for:

- providing adequate internet safety education
- providing clear guidelines and expectations for students when using digital technologies
- maintaining students' user accounts on the college data system
- filtering internet services and ensuring software is appropriate, while acknowledging that full protection from inappropriate content can never be fully guaranteed
- adequately supervising students' use of digital technologies and online learning
- encouraging students to report when their peers are behaving in an unsafe manner in the online environment
- responding to cyber safety reports
- keeping parents informed of current cyber safety issues.

Parents are responsible for:

- supervising students' internet use outside of the college

- discussing family rules and expectations of safe internet use, including Google Apps for Education (G suite)
- reporting any cyber bullying or other inappropriate use to the college.

Damage or loss of equipment

- College equipment is covered by the manufacturer's warranty, which cover defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the college.
- The college accepts no responsibility for replacing lost, stolen or damaged BYO devices
- Students may be required to replace lost or damaged equipment.
- If a device is damaged or lost, the Principal or Head of Sub-School will determine whether use of college equipment is withheld for a period of time.

Cyber safety incident reporting procedure

(Taken from the HTLC *Bullying Prevention and Intervention Policy*.)

A key part of our bullying prevention and intervention strategy is to encourage reporting of bullying incidents (including cyber bullying) as well providing assurance to students who experience bullying (and parents/carers) that:

- bullying is not tolerated at the college
- their concerns will be taken seriously
- the college has a clear strategy for dealing with bullying issues.

The college can be advised of any bullying incidents verbally or in writing through any of the following avenues:

- informing a trusted teacher
- informing the College Psychologist
- informing a student's class teacher or year coordinator
- informing the Principal or Head of Sub-School.

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts. In all circumstances the college:

- takes bullying incidents seriously
- provides assurance to the victim that they are not at fault and their confidentiality will be respected
- takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders
- takes time to understand any concerns of individuals involved
- maintains records of reported bullying incidents
- will escalate its response when dealing with persistent bullies and/or severe incidents.

The following approaches may be used to intervene in group or relational bullying situations:

- notification of/consultation with parents/guardians
- offering counselling to persistent bullies/victims
- implementing effective follow up strategies
- disciplinary action at the Principal's discretion, including suspension and expulsion of persistent bullies, or in cases of severe incidents.

These approaches are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.

Agreement

Once you have read through this Acceptable Use Agreement, sign it and return it to the college.

Parent/guardian agreement

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out in this agreement.

I consent to my child having a Google Apps for Education (G suite) account and college email address, which will be for educational purposes.

I understand that there are actions and consequences established within the college's *Behaviour Management Policy* if my child does not behave appropriately.

Student's name:

Parent/guardian name:

Parent/guardian signature: Date:

Student agreement
Safe and Responsible Use of Digital Technologies

Holy Trinity Lutheran College will provide you with a central college user account which will remain with you during your time at the college. This will give you access to email and other program suites and systems such as Google Apps for Education (G suite). When using digital technologies and the internet, it is important that you understand your responsibilities to keep yourself and others safe online.

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying—I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my identity, photos, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces or suites with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and, if I am not sure, I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help, if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Student's name:

Student's signature: Date: