Acceptable Use Policy – Middle Years

The Acceptable Use Policy – Middle Years relates to the use of technology by Year 5-9 students at Brookside P-9 College and should be read in conjunction with the College's Bullying & Harassment Policy.

College Profile Statement

Brookside P-9 College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/caregivers. We request that parent/carer work with us and encourage this behaviour at home.

At Brookside P-9 College we:
- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement and Wellbeing Policy that clearly states our College values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technology.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Use online sites and digital tools that support students' learning.
- Respond to issues or incidences that have the potential to impact on the wellbeing of our students.
- Acknowledge that some online activities are illegal and as such, we may be required to report this to the police.
- Support parents/carers 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
    www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx

  - iParent (Office of Children's eSafety Commissioner)

Conditions of use

School owned devices rented by students (current Year 7, 8 & 9 students):
- If taken home, the student must bring portable devices fully charged to the College every day.
- The College retains ownership of the device until the student completes Year 9.
- Parents/Carers and students should be aware that files stored on the device, or on the College server, are not private.
- If the student leaves the College prior to completing Year 9 or moves to another government or non-government school, interstate or overseas, the device must be returned to the College.
- All devices and batteries are covered by the manufacturer's 3 year warranty. It does not cover negligence, abuse or malicious damage.
- In the case of a suspected theft, a police report must be made by the family and a copy of the report provided to the College.
- Students will be required to replace lost or damaged chargers.
- Any problem of vandalism, damage, loss or theft of the device must be reported to the College immediately.
- If a device is lost, sustains accidental damage or is stolen, the parent/carer must pay an excess fee of $250 to lodge a claim for replacement.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the College's insurance arrangements, the Principal may determine that the student will pay the cost of repairing the damage, or if necessary, the costs of replacing the device.

School Managed Device (SMD) and Bring Your Own Device (BYOD) Program (2018 onwards)

A **School Managed Device** is a device purchased by the parent/carer via one of the College's recommended purchasing portals (eg. JB HiFi, Learning With Technologies). Devices purchased in this manner will be imaged with the "edustar" image and delivered to the College by the supplier. The College's IT department will connect the device to the internet and then hand the device to the student. The device will come with a 3 year manufacturer's warranty, and warranty claims can be managed through the College.

A **BYOD device** is a device brought to College by the student that was not purchased through one of the recommended purchasing portals. The parent/carer is responsible for managing any warranty claims that arise. To ensure the device can connect to the College's internet, parent/carer's are required to ensure that minimum specifications (as set out by the College's IT department) are met.

The student is responsible for:
- Adhering to the College's Acceptable Use Agreement or Student Engagement

Policy when using the machine, both at home and the College.

- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been specified as per DET standard requirements.
- The College retains the right to check the device for any material that may be deemed offensive/illegal.
- The College retains the right to confiscate the device should the device contain offensive and/or illegal material or the student displays behaviour whilst using the device that will distract learning or the wellbeing of others.
- Students must not play games on devices during College time.
- The College does not own these devices, therefore it is the parent/carer responsibility to investigate and purchase insurance for the device. The College highly recommends that devices are covered by some form of accidental damage and loss insurance policy.

Gaming Consoles and Music Devices

Students must not bring gaming consoles and/or music devices to the College without permission from a teacher. Gaming consoles are to be used for educational purposes only and always under the supervision of a teacher.

Mobile Phones

Mobile phones are not permitted to be used by students at Brookside P-9 College in accordance with the Brookside P-9 College student mobile phone policy.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our College or accessed using College owned networks or systems, including (although are not limited to):

- College owned ICT devices (e.g. desktops, tablets, laptops, printers, scanners)
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vods and podcasts
- Video conferences and web conferences

Consequences

In accordance with the 'Acceptable Use Policy – Middle Years', if an incident occurs

there are consequences that follow. These consequences will depend on the situation, but will follow the College's Welfare and Wellbeing Policy. These consequences may include (but are not limited to) warnings, detentions, confiscations, suspensions, notification to parent/carer's and police involvement if necessary.

Evaluation

This policy will be reviewed as part of Brookside P-9 College's three year review cycle or more often if necessary due to changes in regulations or circumstances.

School Council last reviewed this policy in September 2017.

Acceptable Use Agreement
Middle Years

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

In accordance with the ''Acceptable Use Policy – Middle Years', I agree that if an incident occurs there are consequences that follow. These consequences will depend on the situation, but will follow the college's Welfare and Wellbeing Policy. These consequences may include (but are not limited to) warnings, detentions, confiscations, suspensions, notification to parents and police involvement if necessary. I agree to co-operate with teachers and staff during investigations of any incident.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the college's 'Student Engagement and Wellbeing Policy' if I do not behave appropriately.

Date:	
Student Name:	
Student Signature:	
Name of College Contact:	Catherine Gatt
Phone Number of College Contact:	7379 1555

I have read the Acceptable User Agreement and support my child and the College around the use of digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

Parent/Carer A Signature:	
Name of Parent/Carer A:	
Parent/Carer B Signature:	
Name of Parent/Carer B:	

This page is to be detached from the Acceptable Use Agreement Policy, signed by the student and the parent/carer, and then returned to the college.

***Students may be restricted access to I.C.T. resources
if they do not sign or return this document.***