# Acceptable Use Agreement

## School profile statement

At Brinbeal Secondary 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 College's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At Brinbeal Secondary College we:

- Have a **Student Engagement Policy** that outlines our 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 including:
  - Digital Technologies subjects
  - eSmart
  - Incursions including guest presenters
- 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 earliest opportunity, and other measures;
  - See: Duty of Care and Supervision
- 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;
- 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:
  - Bullystoppers Parent Interactive Learning Modules
  - iParent | Office of the Children's eSafety Commissioner

Brinbeal Secondary College is operating as a 1:1 school, with students expected to purchase their own devices to school – refer to the college website for minimum requirements and suggested device options. Students will be utilising Office365 and will receive personal logins for email and online Office365 applications. Please see information below regarding Office365 and privacy.

There may be times when a student does not have access to their personal device. In this circumstance, the college will have a limited supply of loan devices for use during lessons. Brinbeal Secondary College will not provide loan devices for use outside of school hours.

# Acceptable Use Agreement

Bully Stoppers.
Make a stand. Lend a hand.

## Student declaration

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 games;
- 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.

In addition, when I use my mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Abiding by the college's Mobile Phone Policy.
- Having my device switched off and securely stored during school hours (except when approved as part of a lesson).
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

**Brinbeal Secondary College**

## BYOD & College-owned devices

To ensure that I am ready for learning I agree to:
- Have my device connected to the school network and printers by the IT department.
- Download Office 365 and Adobe Creative Cloud, available free to all Victorian Government school students.
- Bring a device that is fully charged and in a protective case each day.
- Notify my teachers if I do not have a device to enable them to provide me with a loan device for the lesson if required.
- Seek support from the IT department with any connection or department provided software issues.

I understand that the following are the responsibility of parents/carers/students:
- Ensuring the device has appropriate virus protection.
- Any software issues, other than Adobe or Office 365, including viruses.
- Damage or repairs to personal devices.
- Owning a device that is primarily for student use and made available each school day.
- Data backup.
- Insurance for theft or loss of the device, the school does not have insurance to cover accidental damage to or loss of student belongings.

Parents/carers and students should be aware that files stored on a college-owned device, or on the school's server, are not private. If a college-owned device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student responsible will pay the costs of repairing the damage or if necessary the costs of replacing the borrowed device.

**Signature:**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature:_____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

**Brinbeal Secondary College**

## Office 365 Information for Parents & Students

The Department of Education and Training (Department) and Brinbeal Secondary College are using online learning services to support learning and teaching. The following information explains the use of the online services, Office 365 and provides advice in relation to its safe and responsible use.

### What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.

### Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.

### When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing

**Office 365 is an internet-based service provided by Microsoft for class activities. It provides students with access to online education services such as:**

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their schoolwork, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time but are only made available to students once they have been reviewed and approved by the Department.

**For more details on Office 365 visit:**

https://products.office.com/en-au/student/office-in-education

### What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on schoolwork.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

### What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any schoolwork related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

### How can you help protect your child's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

**Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

**Talk** about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

If upon considering the above information you have questions or concerns, please contact the General Office. If you DO NOT want your child to have access to Office 365 online application, please contact the General Office for an Opt-Out form.