

Safe, responsible, and ethical use of digital technologies

At Ringwood 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 School'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 our School we:

- Have a **Student 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;
- 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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

Parents/Carers have an important role in supporting their child to be respectful and responsible digital citizens. It is important for parents/carers to:

- Ensure they and their child have read and understood this document prior to signing;
- Support the School in its duty to protect all members of the school community and the integrity of the Department network and the sensitive data it contains;
- Support their child in the appropriate use of their devices when away from school and contact the IT Services team if I have any concerns about how the device is being used;
- Monitor the condition of their child's device to ensure that it is in good condition and suitable for classroom use.

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times, whether at school or not, 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 (both staff and students) 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 behavior;
- 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 to attempt to bypass the School/Department's security or filtering, or to breach copyright or other ownership rights;
- Not installing software or following links that I believe may involve spyware, malware, or inappropriate content;
- 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;
- Allowing my teachers, Principals, and members of the IT Services team to access my device by providing my password on request.

Because I am responsible for my device I will:

- Ensure that it is charged every night, so it is ready for the school day;
- Monitor my usage during recess and lunch to ensure I have enough battery to last the whole day;
- Always carry my device in a protective cover;
- Make sure that my keyboard and “pencil” are always charged and in good working order;
- Back up my work;
- Delete or archive old emails so my mailbox does not fill up;
- Make sure my parents / carers are aware of the state of my device so they can help me manage it;
- Inform IT Services if I have any problems so they can help me fix them.

I understand that failing to comply with this agreement can result in consequences that may include:

- Having my device confiscated for a period of time required to determine the extent of my actions;
- Having software or other material deleted from my device without notice;
- Having user privileges on my device or the network suspended or revoked;
- Having my behaviour escalated according to Ministerial Order 1125
<https://www.education.vic.gov.au//PAL/ministerial-order-1125.pdf>.

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: _____