Williamstown High School
Acceptable Use Agreement
for Digital Technologies

Williamstown High School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A
School support for the safe and responsible use of digital technologies

Williamstown High School uses digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Our students have been asked to agree to use the Ultranet, Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Williamstown High School we:

• Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
• Provide a filtered internet service.
• Provide supervision and direction in online activities and when using digital technologies for learning.
• Support students in developing digital literacy skills.
• Work towards having a cyber safety program at the school that is reinforced across the school.
• Use mobile technologies for educational purposes.
• Provide support to parents/carers to understand this agreement (e.g. language support).
• Provide support to parents/carers through information evenings and through the document attached to this agreement to be kept at home.
• Work with students to outline and reinforce the expected behaviours in the online and digital realm.
• Monitor student accounts when logged in to the school network.
Part B
Student Agreement

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that the content I upload or post is my digital footprint.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users’ intellectual property and how I use content posted on the Internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games and torrents, to the school or run them on school computers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
- Respect existing work on single user devices when working from these.
- Leave existing settings and hardware as I found it, when working within labs, on portable devices and on my own devices, unless otherwise directed by a system administrator.

When I use my netbook, iPod or other mobile device I agree to:

- Protect the privacy of others and never post or forward private information about another person.
- Only take photos and record sound or video when it is part of an approved lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (this includes staff).
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- Only use my phone in class for learning activities approved by the teacher.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

This Acceptable Use Agreement must be signed and provided to the school before the device will be issued or used.
Part C
Requirements for parents/carers and students accessing portable
devices purchased with National Secondary School Computer Funds

The Digital Education Revolution program aims to improve student-learning experiences both in
and out of the classroom. Williamstown High School is providing students in Years 9 and 10
with a digital device on the expectation that they will make good decisions with regard to their
personal use of technology.

1. Purpose
The digital device is to be provided as a tool to assist student learning both at school and at
home.

2. Equipment
2.1 Ownership
2.1.1 If taken home, the student must bring portable devices fully charged to school every day.
Power cords should be left at home.
2.1.2 The school retains ownership of the device.
2.1.3 Parents/carers and students should be aware that files stored on the device or on the
school’s server are not private, and should be aware that student use may be monitored in real
time or retrospectively.
2.1.4 If the student leaves the school prior to completing Year 10 or moves to another
government or non-government school, interstate or overseas, the device must be returned to
the school.

2.2 Damage or loss of equipment
2.2.1 All devices and batteries are covered by a manufacturer’s warranty. The warranty covers
manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or
malicious damage.
2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported
immediately to the school. This includes any unauthorised “personalisation” of the device such
as scribining, adding stickers etc.
2.2.3 In the case of suspected theft, a police report must be made by the family and a copy of
the report provided to the school.
2.2.4 In the case of loss or accidental damage, a statement should be signed by a parent / carer
and provided to the school.
2.2.5 If a device is damaged or lost, the principal will determine whether replacement is
appropriate and/or whether or not the student retains access to a device for home use.
2.2.6 Students will be required to replace lost or damaged chargers.
2.2.7 If a device is damaged and said damage is not covered by the manufacturer’s warranty or
any of the school’s insurance arrangements, the student must pay to the school the costs of
repairing the damage or if necessary, the costs of replacing the device.

2.3 Substitution of equipment
2.3.1 When a device is replaced under warranty, the type of replacement will depend upon
the respective manufacturer’s warranty.
2.3.2 When the school replaces a device, the type of replacement will depend upon the
replacement policy of the school.

3. Standards for device
The student is responsible for:
3.1.1 Taking care of digital devices, in accordance with school guidelines.
3.1.2 Adhering to the school’s Acceptable Use Agreement, when using the machine at home.
3.1.3 Backing up data securely.
3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a
departmental standard.
3.1.5 Charging the device at home prior to bringing the device to school.
3.1.6 Updating and maintaining all software on a regular basis.
Part D
Requirements for parents/carers and students accessing portable devices purchased through a rental agreement

The Digital Education Revolution program aims to improve student learning experiences both in and out of the classroom. Williamstown High School is moving to a model where Year 7 students will rent their devices with a view to students owning them at the end of 3 years. This will include the use of digital textbooks and a wide range on online digital technologies. Students will be using this with the expectation that they will make good decisions with regard to their personal use of technology. The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

1. Purpose
The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment
   2.1 Ownership
   2.1.1 When taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.
   2.1.2 Parents/carers and students should be aware that files stored on the device or on the school’s server are not private, and should be aware that student use may be monitored in real time or retrospectively.
   2.1.4 If the student leaves the school prior to completing Year 7 or moves to another government or non-government school, interstate or overseas, the device must be paid off either in accordance with the rental agreement or in full.

   2.2 Damage or loss of equipment
   2.2.1 All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
   2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
   2.2.3 In the case of loss or accidental damage, a statement should be signed by a parent / carer and provided to the school.
   2.2.4 Students will be required to replace lost or damaged chargers.
   2.2.5 If a device is damaged and said damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device.

   2.3 Substitution of equipment
   2.3.1 When a device is replaced under warranty, the type of replacement will depend upon the respective manufacturer’s warranty.

3. Standards for device
   The student is responsible for:
   3.1.2 Taking care of digital devices in accordance with school guidelines.
   3.1.2 Adhering to the school’s Acceptable Use Agreement, when using the machine at school.
   3.1.3 Backing up data securely.
   3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
   3.1.5 Updating and maintaining all software on a regular basis.
   3.1.6 Ensuring any software or hardware added does not breach the Acceptable Use Agreement and does not breach any laws.
   3.1.7 Using the netbook in a manner that does not endanger themselves or their peers in any way.
   3.1.8 Maintaining the school’s software, network and operating settings, to ensure equitable access to school resources.
Part E
Acceptance of Williamstown High School Acceptable Use Agreement

I have read Parts A and B of 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 digital technology access privileges being suspended or revoked.

Student Name
Home Group
Student Signature
Parent/Carer Signature
Date

If you have any concerns about this agreement or ideas for making the agreement better, contact Darryn Kruse on 9399 9228 or Gino Catalano on 9397 1899.

For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

I have read Part C or Part D of the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I wish to receive a netbook under the terms of the WHS 1:1 Netbook Program or the Year 7 rental program. I understand that any breach of these conditions will result in digital technology access privileges being suspended or revoked.

Student Name
Home Group
Student Signature
Parent/Carer Signature
Date

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Dear Students, Parent/s and Guardians,

At Williamstown High School we utilize numerous modern digital technologies to help improve student engagement and content delivery across the curriculum. Not only do these technologies allow for greater, more equitable access to resources and assistance beyond the traditional school hours, they provide students with safe, online resources which build on the breadth and depth of content covered in classes.

However with this technology usage comes responsibility. If you are receiving this letter it is because at least one of your child’s teachers is using digital technologies to complement your child’s learning. Typical uses include blogs and wikis, social media groups and online learning communities.

The platforms teachers use to create these learning spaces vary, and for more information please contact your child’s teacher. However in accordance to the schools Digital Technology Policy, the following points are highly relevant;

- No student or staff personal details can be given out, nor can any images be used without permission
- No staff personal accounts will be used in the generation of social media groups and the accounts used can only be used for teaching purposes
- All student status updates and newsfeed information will be hidden to staff
- Only students within a class or work group and staff within the school are permitted to be part of a group
- Staff are permitted to monitor student use of computers that occurs on the school network
- Staff are required to act in accordance with the Victorian Teaching Professional Code of Conduct
- Students are required to act in accordance to the schools Acceptable Use Agreement

Any abuse of the electronic technologies will result in the student being removed from the digital group and potential further action may be taken.

Students who do not have access to the internet or sites used will not be disadvantaged as access is permitted at school, or in the case of Facebook or Twitter can be accessed via local libraries.

A full copy of the Acceptable Use Agreement can be found at the schools website www.willihigh.vic.edu.au. Please contact the classroom teacher if you wish to find out more about the specific digital technologies being used by your child’s class.

Yours Sincerely,

Michelle Casey                                          Lisa Sperling
eLearning & ICT leading Teacher                        College Principal

Williamstown High School