



## School profile statement

At Williamstown High School we support the rights of all members of the school 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 school community.

At our school we:

- have a *Student Engagement and Wellbeing Policy*, *Bullying Prevention Policy* and *Acceptable Use Agreement*, that work in conjunction to ensure the school adheres to eSmart/cybersafe guidelines. These three documents state our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior. A relevant extract from both the *Student Engagement and Wellbeing Policy* and *Bullying Prevention Policy* is located on page 4 of this *Acceptable Use Agreement*.
- educate our students to be safe and responsible users of digital technologies. Williamstown High School adheres to eSmart framework guidelines and is implementing a digital license program to support students to become good digital citizens.
- 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:
  - [Bullystoppers Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- 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 including those reported through online services
- 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; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Parent Interactive Learning Modules](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Parents Cybersafety guide](#) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

## 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 writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games whilst on the school network
- not interfering with network systems and security including bypassing internet restrictions and accessing the data of another user
- not attempting to log into the network with a user name or password of another student.

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

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## 1-to-1 personal devices

### Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

### Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school may provide access to some software and applications at no cost or may request that families purchase software in order to support teaching and learning. Notice will be given well in advance for any such needs.

### School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school student digital accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

*While the school is not responsible for the four areas listed above, we certainly want to help if we can, so visiting a technician to discuss these issues is encouraged.*

### Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.



## User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely to an appropriate secondary location such as their '@willihigh.vic.edu.au' Google Drive account
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

## Policies that support this agreement and our eSmart program

The following table is an extract that is present in the following policy:

- [WHS Student Engagement and Wellbeing Policy \(page 6\)](#)

<p>Cyberbullying</p>	<p>Is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. It can include</p> <ul style="list-style-type: none"> <li>• Flaming (online fights using electronic messages with angry or vulgar messages)</li> <li>• Harassment (repeatedly sending nasty, mean and insulting messages)</li> <li>• Denigration (posting or sending gossip or rumours about a person to damage their reputation or friendships)</li> <li>• Outing (sharing someone’s secrets or embarrassing information or images online)</li> <li>• Exclusion (intentionally and cruelly excluding someone from an online group )</li> <li>• Cyber-stalking (repeated intense harassment and denigration that includes threats or creates significant fear)</li> <li>• Sexting to the creating, sharing, sending or posting of sexually explicit messages or images via the internet, mobile phones or other electronic devices by people, especially young people.</li> </ul> <p>Williamstown High School provides specific advice to students about cyber-safe/eSmart behaviours that help prevent cyberbullying. As such, this policy works in conjunction with the <b>WHS Bullying Prevention Policy</b> and <b>WHS Acceptable Use Agreement</b> (an agreement which requires students and families to agree to positive online behaviours designed to reduce and eliminate cyberbullying).</p>
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The same information is also reproduced in our:

- [WHS Bullying Prevention Policy \(page 3\)](#)



## Acknowledgement

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- 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 are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

## Digital Acceptance

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 school's Student Engagement and Wellbeing Policy if I do not behave appropriately.

**Parents/Guardians and students** are required to accept this Acceptable User Agreement online via their School Compass Account.

School name: **Williamstown High School**

School contact name: **Tamy Stublely (Bayview) / Adam Potter (Pasco)**

School contact no.: **9399 9228 (Bayview) / 9397 1899 (Pasco)**

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