



Help for non-English speakers

If you need help to understand this policy, please contact Wycheproof P12 College:

Phone: (03) 54937409 Email: wycheproof.p12@education.vic.gov.au

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including (our 1-to-1 personal device program)
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Wycheproof P12 College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- [Wycheproof P12 College's Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

WYCHEPROOF P12 COLLEGE DIGITAL DEVICE PROGRAM

1. Preferred ownership/transfer model

The digital device is to be owned by the school, and parents are to make a contribution of approximately half the cost, in exchange for 24/7 access. If students leave for any reason other than graduation, they will return the device to the school in full working order, including all accessories and components. At the end of the term of the Digital Device Program, providing all contributions have been made, the device ownership will transfer to the student.

2. Privately owned devices

Privately owned devices will not be connected to the school network unless there is special authorisation to do so. This is to ensure quality of service to all students.

3. Optional peripherals

The school will not provide or specifically recommend any additional peripherals as part of the Digital Device Program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include:

- USB backup devices
- Headphones or ear pods
- external DVD drives
- mouse
- carry bag

4. Guidelines for Participation

Prior to computers being issued to students each device must be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student's ID. Parents must agree in writing to the terms and conditions of the program. Throughout the year, students will receive advice from classroom teachers and our Computer Technicians about how to use digital devices appropriately, to ensure they are familiar with their roles and responsibilities.

5. Role of parents

All parents must sign the Acceptable Use Agreements and understand and be responsible for:

- educational benefits of the digital device program
- care and maintenance of the device
- roles and responsibilities
- restrictions
- policies and procedures for participating in the school's digital device program
- liabilities (if the device is damaged, repair costs are to be paid by the family)

6. Insurance

If a digital device is lost or stolen, parents will be required to contact the school and complete the appropriate form. If a device is stolen, parents will be required to obtain a police report. They should then contact the school and complete the appropriate form and supply this accompanied by the police report. The school will lodge appropriate insurance claims, complete necessary documentation and notify the parents of progress. In exceptional circumstances a loan netbook may be provided to students. Excess for damage is contained within the Acceptable Use Agreement for School Owned Mobile Devices, section 5, to be signed by parents.

7. Loan/ replacement

Loan devices will be provided to students if their computer has been submitted for repair under warranty conditions. Loan devices will not be provided for non-warranty repairs and/or loss or theft, unless under exceptional circumstances.

8. Caring for netbooks/notebooks

- Refer to Appendix A for guidelines for students on caring for their device

9. Appearance and Personalisation

As devices are the property of the school, they are not to be altered or personalised in any way that is irreversible. Please do not add stickers or graffiti to school owned devices.

10. Software licensing

Software installed by the school is subject to licence conditions and must not be distributed or deleted without written permission from the school.

11. Internet usage

Use of devices by students is governed by the Acceptable Use Agreement that students and parents agree for use of ICT within the school. Parents are also to familiarise themselves with the Acceptable Use Agreement to further support their adherence outside of the school environment.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources. If students use the device to access the internet at home, the devices need to be changed back to the settings for the school's network. Resources for parents and teachers are available at:

[Cybersafety and Responsible Use of Digital Technologies](#)
[Privacy and Information Sharing](#)

Online safety education will be included within the school's curriculum planning and taught explicitly.

- [Bully Stoppers](#) — supports students, parents, teachers and principals in working together to make sure schools are safe and supportive places
- [classroom resources](#) — links to downloadable classroom activities, videos, interactive learning modules and quiz, advice sheets and other useful resources to use in the classroom
- [eSmart](#) — assists schools to develop a culture that promotes the safe, smart and responsible use of technology
- [the eSafety Commissioner](#) — the office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse

For more information, contact student.engagement@education.vic.gov.au

12. Users and security

Students are required to use a username and password to access their device, to protect information in incidents of loss or theft.

13. Virus protection

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. As students have the right to add to the software on their devices and connect to the internet from home, they should take all steps to protect the school and DET's computer network from virus attacks. The devices have antivirus software installed on them. The virus software will be upgraded from the network. Students are recommended to:

- Protect their devices from virus attacks by scanning for viruses at least weekly
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network
- Not to open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the internet. Save the files to the computers hard disk and run the virus scanner on the file before opening them
- Delete chain and junk emails. Do not forward or reply to any of these.

14. Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students may be permitted to listen to digital music and/or participate in games on their device while at school where given specific permission by a teacher for an educational purpose. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

15. Web 2.0 Applications

Students must abide by the school's **Acceptable Use Agreement** (see APPENDIX A) whenever the school equipment or services are involved. This includes the digital device regardless of location. The **Acceptable Use Agreement** (see APPENDIX A) contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

16. Power supply Management

All devices are to be fully charged at home prior to the commencement of every school day.

17. Backup/ recovery

Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or internet-based backup to regularly backup important work.

18. Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wycheproof P12 College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Wycheproof P12 College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred

- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* and Wellbeing Policy that outlines our School's values and expected student behaviour, including online behaviours
- have an **Acceptable Use Agreement** (see APPENDIX A) outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have **completed a signed Acceptable Use Agreement** (see APPENDIX A).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their Student Coordinator or Support Person, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities during school hours is available in our Yard Duty and Supervision Policy.

19. Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff or where the staff member is involved in coordinating sporting activities within the wider community eg as a coach.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

20. Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Wycheproof P12 College's *Statement of Values, Student Engagement and Wellbeing Policy*, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Wycheproof P12 College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Engagement and Wellbeing* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Available in our internal staff folder (policy Folder)
- Discussed at Whole School Assembly (Wednesday morning) and available in the Student Shared Folder (policy folder)
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	29/4/2009
Consultation	School Council (17 th August 2022); Whole School Assembly (discussion available in Student Shared Folder – Policies Folder – Wednesday 20 th July 2022); Available Wycheproof P12 College School Website.
Approved by	Principal and School Council [NOTE: School council approval is required for any elements of the policy that involve parent payments for devices]
Next scheduled review date	August 2024

APPENDIX A: Wycheproof P-12 College ACCEPTABLE USE AGREEMENT (AUA)



- This agreement must adhere to the Personal Devices – Parent Payments Policy (see: <https://www2.education.vic.gov.au/pal/personal-devices/policy> and <https://www2.education.vic.gov.au/pal/parent-payment/policy>)
- In developing this AUA, Wycheproof P12 College has considered our responsibilities in protecting students' personal information and privacy when using digital technologies:
- See: [School Policy: Privacy](#)
- (<https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy>)

School Profile:

Wycheproof P12 College is committed to providing a safe, secure, and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy, and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students, and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked. Our school has a ZERO tolerance towards any form of CHILD ABUSE.

At Wycheproof P12 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 AUA 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 Wycheproof P12 College we:

- Have a **Student Engagement and Wellbeing 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 taught across all areas of the curriculum and in various wellbeing programs delivered to our students. See: Planning for 1-to-1 Learning FUSE Page: <https://fuse.education.vic.gov.au/pages/planning1to1>
- 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](#)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- 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>)

Educational Rationale:

Wycheproof P12 College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others

When at school I agree to:

- behave in a way outlined in the schools' [Student Engagement and Wellbeing Policy](#) when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable (does not comply with our school's [CHILD SAFETY and WELLBEING POLICY](#))
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened
 - Be respectful in how I talk to and work with others online and never write or participate in online bullying

When I use my iPad, iPod or other mobile device at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson, or if I have permission
- seek teacher permission before uploading any content to websites, blog etc

The schools' support for responsible and ethical use of technology:

Wycheproof P-12 College uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At **Wycheproof P-12 College** we have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.

- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning

- utilise mobile technologies for educational purpose. e.g. Podcasts, photos from excursions
- work towards setting tasks that asks your child open questions, so they can't copy and paste all answers from the Internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and as a document attached to this agreement

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their "space" if they are using a site which allows them to chat, publish photos, play games etc.
- always get them to set the space to "Private" if they use a social networking site like Facebook, TikTok, Instagram etc – They are then in control of who contacts them and can access their information. They can block out anyone at any time.
- Have the computer with Internet access in a shared place in the house – not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of mobile phones
- Ask questions when your child shows you what they are doing
 - How does it work and how do you set it up? Can you block out people?
 - Who else is sharing this space or game – did you know them before or "meet" them online? What do you know about them?
 - Why is this so enjoyable – what makes it fun?
 - Can you see any risks or dangers in the activity – what would you say to warn/inform a younger child who was going to start to use the space?
 - What are you doing to protect yourself or your friends from these potential dangers?
 - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- They might get the blame for any incident
- They don't think adults "get" their online stuff – it is for students only
- They might put at risk their own access to technology by either:
 - Admitting to a mistake or
 - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)

Caring for netbooks/notebooks

The following conditions must be adhered to in order to maintain warranty:

- Always store the device in the protective cover provided
- Avoid storing it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the device within the sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your device within its protective cover inside your normal school bag. Do not overfill your school bag (Pressure on the device can cause permanent damage to the screen and other components)
- Do not grab or squeeze the device. (This can also damage the screen and other components)

- Never leave your device in a car or in an exposed area where it can be stolen
- Never leave your device in unsupervised areas during the school day. They are to be securely locked in a classroom or in a school locker. Devices left unsecured may be confiscated to avoid exposure to theft.

Appearance and Personalisation

As all digital devices are the property of the school, they are not to be altered or personalised in any way that is irreversible.

Advice for Parents

Support information for parents around the agreement.

Wycheproof P-12 College sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”. Safe and ethical behaviour online is explicitly taught at our school and the request is support at home. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc

Behave in a way outlined in the schools’ Student Engagement and Wellbeing Policy.

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Facebook, blogs, wikis, etc.

We recommend that they:

- don’t use their own name, but develop an online name and use avatars where available
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change, or use it). Once it is published, they have lost control of it

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Not all altercations are bullying but unacceptable behaviours need to be addressed. These include:

- being online can make students feel that they are anonymous (however online interactions can be traced)
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as “free.” Just looking at a page on the internet is a download

and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the school's equipment and student work at risk.

Not go looking for rude or offensive sites.

Filters block a lot of inappropriate content, but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed, and the student's internet access will be reviewed.

Using the Internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. "Tell me about wombats" might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc...

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact your school or call visit

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

Questions for teacher/ parent/ student discussion:

What can you do?

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.

- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc.

When students use any of Wycheproof P12 College's digital devices at home, the use must be for educational purposes only.

USER AGREEMENT

1 User Arrangements

- (a) **Wycheproof P-12 College** shall provide the notebook to the student during the 4 year period. The I.T. contribution is set out in Schedule One (attached). See the school website for full Parent Payment Arrangements.
- (b) The student/family shall have the option to purchase the notebook at the end of the 4 year period.

2 Termination

- (a) This agreement comes to an end:
 - (i) At the end of the 1:1 program (4 years).
 - (ii) In the event of default as defined in subclause (b) hereof.
- (b) Default occurs if:
 - (i) The student leaves **Wycheproof P-12 College** prior to the end of the 1:1 program.

3 Cost

- (a) The total contribution payable under the program is \$440. This will comprise four payments of \$110 as set out in Schedule One.

4. The Notebook

- (a) The Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school.

5 Insurance

The digital device is subject to the warranty policy of the supplier.

Wycheproof P-12 College is providing a self insurance model for loss and non warranty repair.

For loss and non warranty repair:

- (i) An excess of \$200 will apply, payable by parents.
Where possible we will reduce this if the repair costs are cheaper than the excess.
- (ii) A loss notification must be accompanied by the appropriate police report.



Wycheproof P-12 College

McKenzie Crescent, Wycheproof, 3527

Established in 1876

Principal: Christine McKersie

Telephone 03 5493 7409 / 03 5493 7308 Fax 03 5493 7506

[Email_wycheproof.p12@edumail.vic.gov.au](mailto:wycheproof.p12@edumail.vic.gov.au)

Please:

- (1) **Detach this section** which requires signatures (and send this section back to school).
- (2) **Keep all the above information at** home for you to re-read and for the basis of family discussions. All this information can also be found in the policy section of our [school website](#).

ACKNOWLEDGEMENT SECTION OF THE ACCEPTABLE USE AGREEMENT:

Signatures:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within the ACCEPTABLE USE 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 and Wellbeing Policy](#) if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

User Arrangements

I have read the above information about arrangements for the use of a Wycheproof P12 College digital device.

I understand and agree with the terms and conditions of this user agreement.

Parent/Guardian Signature :

Date:/...../.....

SCHEDULE ONE

1. Parent/Guardian Details

Name:

Address:

Contact email/telephone number:

2. Student Details

Name:

Address:

3. Notebook Details

Make/Model:

Acer TravelMate

4. I.T. contribution and due dates

Payment 1:– \$110 Due by Feb 2022.

Payment 2:– \$110 Due by Feb 2023.

Payment 3:– \$110 Due by Feb 2024.

Payment 4:– \$110 Due by Feb 2025. -----

5. Program Period

Start date:

February, 2022

End date:

December, 2025