

Caulfield Junior College



Acceptable Use Agreement for Network, Internet and Digital Technologies

Rationale

The purpose of this policy is to ensure that all use of ICT resources is legal, ethical and consistent with the aims, values and objectives of Caulfield Junior College and DET guidelines to the students in its care. It is of paramount importance that ICT resources are used appropriately and professionally at all times.

Bullying and harassment of any kind is prohibited. Users will not demean, defame, or denigrate others for race, religion, creed, colour, national origin, ancestry, physical handicap, gender, sexual persuasion, or other reasons.

Technological change in education means we are facing the largest transformation in how our students receive, interact with and respond to the learning experience that the teaching profession has ever seen. These changes mean that our school setting is now broader than the walls of a classroom. Teachers, students and parents are increasingly using digital technologies to teach, learn and communicate, challenging the traditional concept of a school.

Children and young people are no longer passive recipients of information that is available on the internet. They actively produce web content and publish their personal details, creative works and comments on sites such as YouTube and Facebook. While some of this does occur within the physical school environment, much will inevitably be posted online from a site external to the school.

Aims:

- To improve and enhance learning and teaching through a variety of ICT resources.
- To ensure all members of the Caulfield Junior College community are safe users (on and offline).
- To explicitly teach safe, responsible and ethical behaviour at school and by parents/carers in the home.
- To understand that acceptable use of digital technologies is implemented at all times and in all environments.
- To understand that some activities (on and offline) are illegal and as such must comply with State and Federal laws.

Implementation:

Part A - School support for the safe and responsible use of ICT

At CJC we:

- use ICT as teaching and learning tools; which are to be used responsibly.
- have all students agree to the Acceptable Use Agreement for Network, Internet and Digital Technologies.

- implement a variety of security measures, ensuring that staff and parent/carers are made aware that the nature of ICT is such that full protection from inappropriate content and security can never be guaranteed.
- have policies in place that outline the values of the school and expected behaviours when students use ICT (see list below).
- provide a filtered internet service and a secure network.
- provide supervision and direction in online activities and when using ICT for learning.
- promote and implement appropriate, ethical and legal use of educational social networking, online conferences, discussion groups or other similar resources or tools.
- support students in developing digital literacy skills.
- will act in accordance with the CJC Copyright Policy.
- use mobile/wireless technologies for educational purposes.
- implement a Cybersafety program which is reinforced in the community.
- provide support to parents/carers to understand this agreement, e.g. language support and information evenings.

Part B - Student Agreement

Students and their parents will be asked to sign an Acceptable Use Agreement for Network, Internet and Digital Technologies (see attachment) at the commencement of each school year and must be returned to the school prior to the student being allowed access Network, Internet and Digital Technologies. This agreement will aim to ensure that parents and students are aware of their responsibilities with regard to appropriate use of Network, Internet and Digital Technologies. It is strongly recommended that parents use this agreement as a guide to Internet use at home.

When students use ICT, they agree to:

- be a safe, responsible and ethical user whenever and wherever used.
- support others by being respectful in positive communication.
- inform a teacher if unsafe, unethical or illegal behaviours are known.
- seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted forms my 'digital footprint'.
- protect privacy rights and those of other students by not giving out personal details.
- use ICT resources for educational purposes only (*including not altering system files, configurations, or folders and not downloading, uploading, storing or concealing unauthorised files*).
- use social networking sites in an appropriate, ethical and legal manner.
- follow appropriate copyright procedures when using ICT resources.
- follow correct procedures if inappropriate or offensive material is accidentally accessed.
- *not inserting a CD, DVD, USB or flash drive that contains or has contained viruses, has been stored in an unsafe manner, is damaged or contains unapproved school content*).
- save and store files on school ICT equipment with appropriate file names.
- use ICT equipment appropriately at all times and with due care.
- apply this policy on school excursions, before and after care, camps and extra-curricula activities.

CYBERSAFETY

Teachers will teach about the dangers of the following behaviours in their program:

Posting or participating in bullying or harassment (Cyberbullying - 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)

- Accessing inappropriate content
- Unwanted contact with strangers
- Posting or sharing personal information and passwords
- Using (or stealing) content owned by others e.g. images, identity, music or videos
- Plagiarism: taking ideas or information created/ owned by others without referencing their origin
- Using critical thinking skills when using the internet
- Accessing offensive or illegal content
- Seeking support from a trusted adult when there is an issue.

Non Compliance

Depending on the nature of the inappropriate use of ICT resources, non-compliance with this policy may constitute:

- serious misconduct
- harassment
- discrimination
- a criminal offence, in accordance with State and Federal Laws
- a threat to the security of the school network and equipment
- an infringement of the privacy of staff and other persons
- exposure to legal liability
- installing, downloading, saving or running unauthorised programs and apps, including games, is a breach of respecting network security

Non-compliance with this Policy will be regarded as a serious matter and appropriate action, including limited or suspended access, may be taken.

Where there is a reasonable belief that illegal activity may have occurred, CJC may report the suspected illegal activity to the police.

Other CJC ICT related Policies

This policy operates in conjunction with DET “terms of service”, including:

DET ICT Policy

Copyright Policy

Mobile Phone Policy

Student Engagement and Wellbeing Policy

RESOURCES

- Acceptable use policy: DEECD Information, Communications and Technology (ICT) Resources
<http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/2011acceptable-use-policy-ICT.pdf>
- Victorian Government Schools Reference Guide – Cyberbullying, Cybersafety
<http://www.education.vic.gov.au/school/teachers/health/Pages/lolrescybersafety.aspx>
- Consent forms for internet use
<http://www.education.vic.gov.au/school/teachers/health/Pages/lolconsent.aspx>
- Australian Communications and Media Authority ACMA (Resources in Policy)
www.cybersafety.com.au

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.