Acceptable Usage Agreement

Ballarat High School students, parents and staff communicate, collaborate and learn using relevant and modern online platforms. These include email, Edumate, Google Apps for Education, interactive digital textbooks and online video. Ballarat High School implements a 1:1 Bring Your Own Device (BYOD) program in order to deliver relevant education in the 21st Century.

As members of digital learning and social communities it is essential for all members of Ballarat High School to develop a strong sense of digital citizenship. To address this need Ballarat High School is an eSmart accredited school, our commitment to delivering Cyber Safety and Digital Citizenship skills are outlined in our eSmart Policy. Our commitment and processes for building a supportive, inclusive and effective learning community is described in the Student Engagement Policy.

This policy is structured around our Digital Citizenship and eSafety Framework with reference to our school wide Learning Dispositions.

Judgement	Protect myself and others
Perseverance	Be resilient and proactive
Curiosity	Question things
Bravery	Take responsibility
Leadership	Consider my impact on others
Teamwork	Respect difference
Creativity	Contribute positively

Declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

Protecting myself and others.

- Always set secure passwords, update them regularly, never share them.
- Never allow another person to use your personal device or account without your direct supervision.
- Never share anyone's personal details including your own such as full name, phone number, address or images online.
- Never take photos or record sound or video of others without their consent and when at at school without permission from a staff member.
- Always obtain appropriate consent from all individuals who appear in images or sound and video recordings before forwarding them to other people or posting / uploading them to online spaces.

Being resilient and proactive

- Talk to a staff member, if they feel uncomfortable or unsafe, or see others participating in unsafe, inappropriate or hurtful behaviours.
- Immediately exit any negative cycle of communication, seek support if needed.
- Support and encourage others to report eSafety incidents or concerns.
- For assistance and advice outside of school https://www.esafety.gov.au/

Questioning things

- Observe age restrictions, parental consent requirements for websites.
- Be alert to websites which don't quite look right, think before you click.
- Never respond to spam or suspicious email. If you are uncertain contact a trusted adult or support@ballaraths.net
- Never enter even trivial personal information into online questionnaires.

- Discuss any advice you find online with a reasonable adult. Online advice, such as diet, fitness or relationship advice, is often wrong and sometimes dangerous or harmful. Taking responsibility for my actions.
- Maintain awareness of Australian law. At the time of writing any member of the public including students can face serious legal consequences for their actions online. https://www.acorn.gov.au/learn-about-cybercrime
- Not accessing or seeking to access websites which contain or are likely to contain inappropriate material or content.
- Abide by copyright and intellectual property law. Correctly referencing research sources. Plagiarised work will result in disciplinary action.
- Never bring to school or download unauthorised programs such as **VPN'**s (Virtual Private Networks - are used to bypass school security).
- Handle ICT devices with care. Notify a teacher and support@ballaraths.net if they are damaged or require attention.

Considering my impact on others.

- Never initiate or participate in defamation or bullying (for example, harassing phone calls/text messages, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours or communications including via social media).
- Never attempting to log into another student's account or device or impersonate another person in any way.
- Never seek to interfere with digital technology or security systems or the data of other users.
- Keep all devices inactive and silent during class times unless they are required for learning and explicitly permitted by the Teacher.

Respecting difference

- Collaborate effectively with others, constructively and politely express differences of opinion.
- Consider and seek to understand the opinions of others.
- Never engage in or promote racist and discriminatory communications or social media.

Contributing

- Bring my device to school every day, charged and ready to use.
- Actively participate by working with the software and services specified by the teacher.
- Make use of digital technologies to support my learning beyond the classroom through study and revision.
- Eliminate or disable distractions such as notifications and messages in class or when studying.
- Do not play games or perform non school related activities in learning time.
- Treat my or any other device with care to ensure that it is fully functional and available for learning.
- Ensure that my device is stored in a protective case and insured for damage.

This Agreement applies to the use of any digital technology including personal phones at school, during school excursions, camps and extra-curricular activities. It also applies at home or in any environment where digital technology is used to interact with Ballarat High School or members of the school community including through public services such as facebook.

Ballarat High School reserves the right to actively monitor students and their online behaviour.

Where students fail to observe the Acceptable Usage Agreement the school will apply the processes outlined in the Student Engagement policy, the school may also.

- Temporarily confiscate devices, or require them to be handed in to the General Office or other location, including phones and personal electronics.
- Apply restrictions to limit connectivity or functionality of devices.
- Remove email and or network privileges.
- Require students to meet the cost of any damage to equipment of the school or other students.
- Authorities such as the police may be contacted where the law has been breached.

I have read and understand the terms of acceptable use and expected standards of behaviour set out within this policy.

This document is to be signed and returned to ……..

Student Name   Student's Signature   Date

Parent/Guardian's Name   Parent/Guardian's Signature   Date

Review Cycle: This policy will be reviewed as part of the school's four-year review cycle. It may also undergo incremental adjustments in response to emerging trends and technologies.