



# Digital Learning Community Agreement

By the time students arrive at secondary school, most will already be regular and active users of digital technologies including social media.

Colac Secondary College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and best taught in partnership with parent/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

## 1. School Profile Statement

Colac Secondary College is a 1:1 learning environment where the power of technology is embraced to enable all students to have access anywhere, anytime to high quality online resources and information.

The following aspects of our school community support safe, responsible and effective behaviours online at school and at home.

- Support the right of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Understand the Stations & Actions Framework that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Understand that students' personal information and/or data stored in cloud based systems (e.g iCloud, Google Drive) may be stored in off shore data centres.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for education purposes.
- 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.
- Know that some online activities are illegal and as such we may be obligated to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

## 2. Student Declaration

*When I use digital technologies 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 (for example, 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 if I personally feel uncomfortable or unsafe online, or if see other participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and condition: completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying the ICT Team if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network or any other service with a user name or password other than their own.
- Not bringing to school or downloading unauthorised programs, including games.

*In addition, when I use my personal mobile phone/technology, 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 orally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours (e.g. by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sounds and video recording before forwarding them to other people or posting/uploading them to online spaces (e.g. Facebook, Instagram, Snapchat)

### 3. Conditions of use of: School Owned Devices

#### *Ownership:*

- All devices are property of Colac Secondary College.
- Parents/guardians and students should be aware that files and data stored on school devices or the school network are not private and all data can be accessed and subject to review by College staff at any time.

#### *Damage or Loss of Equipment:*

- All devices are covered by a manufacturer's warranty or extended third party warranty. The length of the warranty depends on the type of device. These warranties cover normal use of the device and manufacturing defects. It does not cover negligence, abuse or malicious damage.
- Any problem, damage loss or theft must be reported to the Year Level Managers and/or ICT Team.
- Students may be required to replace lost or damaged devices or equipment.
- If a device is lost or damaged, the ICT Team will determine whether a replacement is required and/or whether the student retains the privilege of using ICT technology until the repairs are paid for.
- If a device is lost or damaged and is not covered by the manufacturer's warranty and/or the school's insurance arrangements, the ICT Team may determine that the student is required to pay the costs associated with repair or replacement.
- Students may also be held liable for payment of any costs associated with; damage to loan devices that they use; damage to laptops and desktops sited in classrooms, if said damage is found to be by a deliberate act and/or negligence.

#### *Student Responsibilities:*

The student is responsible for:

- Adhering to the College's Digital Learning Community Agreement and Stations & Actions Framework when using the device.
- Backing up data securely on a regular basis.
- Maintaining settings for virus protection, spam filtering, security and device management profiles.
- The maintenance of password, email accounts and identification of the device and peripheral equipment in accordance the College's guidelines.
- The devices must be kept in working order and any requests for repairs adhered to.

#### 4. Conditions of use of: Personally Owned Devices (iPad & BYOD)

##### *Ownership:*

- All devices are solely the property of the student/family.
- All devices that have not been purchased as a part of the College's recommendations must undertake a 'roadworthy' by the ICT Team to ensure that the equipment meets the minimum acceptable standards. Any device that has not undertaken this 'roadworthy' will not be allowed to be used at the College by any student.
- Students should take their devices home to assist with the continuation of learning and assist with homework tasks; devices should not be left in lockers overnight at school.
- Students should bring their device to school fully charged every day.
- Parents/guardians and students should be aware that files and data stored on school devices or the school network are not private and all data can be accessed and subject to review by College staff at any time. This applies to all devices that are brought into the College for the purpose of learning, regardless of who retains ownership of the device. When used at school, the device is for learning and students will be subject to the same right and responsibilities of school owned devices.
- If the student's device can no longer be used at school (due to it not working, being lost or suffering other circumstances that render it unable to be brought to school any longer), the family must notify the school for the provision of a temporary loan device. It is the responsibility of the student and their parent/guardian to replace this device within 4 weeks.

##### *Damage or Loss of Equipment:*

- All devices are covered by a manufacturer's warranty and/or insured at the time of purchase by the student and their parent/guardians. The College recommends a warranty that covers a two to three period of time. These warranties cover normal use of the device and manufacturing defects. It does not cover negligence, abuse or malicious damage.
- Any problem, damage loss or theft must be reported to the Year Level Managers and/or ICT Team.
- In the case of a suspected theft, the ICT Team must be notified. A police report by the family may be required. There is NO INSURANCE coverage supplied for devices by the College, and we recommend that you list this item on your own home contents insurance to provide additional protection.
- The College is not responsible for following up warranty or insurance claims for personally owned devices. Limited assistance may be provided where appropriate.
- Students may be held liable for payment of any costs associated with; deliberate or negligent damage to College owned loan devices that they use; damage to laptops and desktops sited in classrooms, if said damage is found to be by a deliberate act or negligence.

##### *Student Responsibilities:*

The student is responsible for:

- Adhering to the College's Digital Learning Community Agreement and Stations & Actions.
- Framework when using the device.
- Backing up data securely on a regular basis.
- Maintaining settings for virus protection, spam filtering, security and device management profiles.
- The maintenance of password, email accounts and identification of the device and peripheral equipment in accordance the College's guidelines.
- The devices must be kept in working order and any requests for repairs adhered to.

## Digital Learning Community Agreement (To be completed by students and parent/guardians)

### Definition of Digital Technologies:

This agreement applies to all digital technologies, social media tools and learning environments established by the College or accessed using the College network or systems, including (but not limited to):

- School owned ICT devices (e.g desktops, laptops, iPads, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and online portals
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Instagram, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups
- Vlogs and podcasts

### Student Agreement:

This agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

I understand and agree to comply with the terms of the acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established that I will be subject to if I do not comply.

This agreement is signed upon my enrolment at the College, and I agree by signing this to adhere to the Digital Learning Community Agreement and all subsequent updates during my time at Colac Secondary College.

Note: Colac Secondary College reserves the right to change the Digital Learning Community Agreement at any time without notice.

Please sign and return this page to the College Administration Office.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_