

Acceptable Use Agreement for Digital Technologies

Year 5 – Year 12

Part A: School Profile Statement

Boort District School community recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible offline and online behaviours is essential. This is best achieved with a home-school partnership. We expect that all community members work together to encourage this proactive behaviour.

Boort District School uses programs and procedures that support safe and responsible uses of digital technologies. This statement can define our duty of care for students working with digital technologies.

At Boort District School we:

- Explicitly educate our students on how to be safe and responsible users of digital technologies;
- Support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- Have a [Student Welfare and Engagement Policy](#) that clearly states our school's values and the expected standards of student behaviour;
- Have a consistent approach to educating students about potential online issues, such as online privacy and intellectual property;
- Supervise students when using digital technologies for educational purposes;
- Provide a filtered internet service that offers the maximum possible protection but acknowledge that full protection from inappropriate content can never be guaranteed;
- Respond to issues or on-line incidents that have the potential to impact on the wellbeing of our students;
- Know that some online activities are illegal and as such we are required to report this to the police;
- Support our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
- Provide school community members with a copy of this agreement.

Part B - 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; THINK before you post, being mindful that what you write, photos that you post or what you participate in online is positive.
 - Protecting my privacy; keeping secret my personal details, including my full name, telephone number, address, passwords and images.
 - Protecting the privacy of others; seeking their consent before posting or forwarding their personal details or images.
 - Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
 - 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 conditions; completing the required registration processes with factual responses about my personal details.
 - Handling ICT devices with care and notifying a teacher 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.
 - Any attempt to bypass or circumvent BDS filters will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement**.
 - Any attempt to log on using another student's user name or password will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement**.
- Abiding by the school's **Mobile Phone Policy**
- Asking staff before using ICT equipment or downloading programs, including games, music and videos.
 - Agreeing to place ICT equipment away from work area if requested.
 - Avoiding the use of social media to contact other students while at school, in other classes, or if away from school.



In addition, when I use my personal mobile phone, iPod, iPad, laptop or other mobile device at school, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner through phone calls/texts/images. THINK before you post, being mindful that what you write or participate in online is positive.
- 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 sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- Not using iPads or computers outside the buildings.
- Not using mobile devices for messaging, making calls or social networking while at school.

Part C – Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, iPads)
- BYOD devices
- Mobile phones before 9.00am and after 3.30pm, on the way to and home from school
- Email and instant messaging
- Internet, Intranet and
- Social networking sites (e.g. Facebook, SuperClubsPLUS) , TikTok
- Video and photo sharing websites (e.g. Snapchat, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

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



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STUDENT AGREEMENT

I have carefully read the *Acceptable Use Agreement for Digital Technologies*. I understand the significance of the expectations and agree to abide by them. I am aware that a breach of these expectations could result in digital privileges being suspended or revoked. I understand that there are actions and consequences established within the Boort District School **Student Engagement Policy** if behaviour is inappropriate. By signing this document I also acknowledge that online services are an important tool for the school to use and that I will be provided with account access to school-based online resources.

Student Name	Year Level	Student Signature