

Digital Technologies



Acceptable Usage Policy

Ballarat High School is a community of learners who value Pride, Respect and Responsibility. We have a shared learning framework which places the learner at the centre. This framework encompasses our shared beliefs and understandings about effective learning in the 21st Century classroom. We are committed to educating the learner for the 21st Century and to developing strategies to personalise learning for all members of our school community.

To effectively make the best possible use of technology and to achieve the best possible learning outcomes the School has decided to implement a Bring Your Own Device (BYOD) program starting from 2015. In conjunction with the move towards the use of personal mobile devices the students will be increasing participation in a variety of e-Learning platforms such as Google Apps, Moodle and Edmodo. Students will have access to online storage, email and a range of productivity applications together with a range of integrated collaborative features for interaction with other students and teachers.

With the increasing use of online services by students both within school and as a routine part of their social activities the School believes it is most important the student develop a strong sense of digital citizenship. Thus the School will be seeking accreditation as an eSmart School and further developing our cybersafety programs and the professional knowledge of our staff in this key area.

Student Acceptable Usage Agreement

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 I see others 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 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
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours 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 sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces.

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)
- Google Apps for Education - including Email and instant messaging
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Internet and Intranet services
- Vod and podcasts
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Mobile phones & any other personal devices that access school services i.e iPads
- Wikis (e.g. Wikipedia)
- Video conferences and web conferences.

You should also be aware that some services (such as Google Apps for Education) are housed outside of Australia and are thus outside of the scope of Australian laws and regulations.

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.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

This document is to be signed and return to your Learning Advisor Teacher.

Date: _____

Student Name: _____

Student's Signature: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

APPROVAL: This policy was approved by School Council on the 11th of June, 2014

EVALUATION: This policy will be reviewed as part of the school's four-year review cycle.