



RESPONSIBLE USE AGREEMENT

This Responsible Use Agreement applies when I am using any digital technologies at school. 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 Benalla P-12 College Student Behaviour Management Policy if I do not behave appropriately.

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 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
- Confirming that I meet the stated terms and conditions for all online material accessed; 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
- Ensuring that when not in use my device is stored in the correct location and always left charging so that it is ready for use when required.
- 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 user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games.
- Understanding that these rules also apply to any privately owned electronic device I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
- Not attempt to bypass the college network firewall system or use unapproved internet connections, such as personal hotspots

Conditions of use for ICT

Ownership

- The School always retains ownership of the allocated ICT devices and it must not be removed from the school premises unless explicitly authorised by the School Principal.
- Parents/guardians and students should be aware that files stored on the device, or on the School's server, are not private.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported by the student immediately to their class teacher.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student/family will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- Adhering to the school's Responsible Use Agreement or Student Behaviour Management Policy at all times when using the machine.
- Not altering any settings for virus protection, spam and filtering that have been set
- Always returning their device to storage trolley and ensuring that it is on charge.

Definition of Digital Technologies

This Responsible 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
- Portable Electronic Devices
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Video and photo sharing websites/podcasts/vodcasts etc
- Blogs, Forums, discussion boards and groups
- Wikis

Please sign and return this page to the College

Section for student

My responsibilities include:

- I will read this Responsible Use Agreement carefully
- I will abide by the conditions of the Student Declaration whenever I use the school Digital Technologies or whenever I use any electronic device on the school site or with required permissions at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will ask my Class Teacher if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this Responsible Use agreement. I understand that any breach of these conditions may result in computer and Internet access privileges being suspended or revoked.

Name of student: **Class:**

Signature: **Date:**

Section for parent/guardian

My responsibilities include:

- I will read this Responsible Use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the rules and instructions given by staff regarding ICT.
- I will contact the school if there is any aspect of this agreement I would like to discuss
- I understand that I may be responsible for costs incurred due to damage, loss or misuse of school devices caused by my child.

I have read this Responsible Use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: **Date:**

*For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>*

This document was developed using document adapted from the Department of Education & Early Childhood Development's Acceptable use for Secondary Students Policy template, and material from www.netsafe.org.nz