Acknowledgement
*(Please detach – This form **must** be **signed** and **returned** to the College)*

This Acceptable Use Agreement applies to all digital technologies and environments, including *(although not limited to)*:

- school owned ICT devices (e.g., desktops, laptops, tablets, iPads, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites *(e.g., Facebook)*
- video and photo sharing websites *(e.g., YouTube)*
- blogs or micro-blogs *(e.g., Twitter)*
- forums, discussion boards and groups *(e.g. Google groups)*
- wikis *(e.g., Wikipedia)*
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

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.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Code *(Office Use Only)*: _____

School name: **North Geelong Secondary College**

School contact name: **Nicholas Adamou**   School contact no.:**5240 5800**

School profile statement

At North Geelong Secondary College (NGSC), we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

NGSC is a subscriber and member of Australia's Academic and Research Network (AARNet). AARNet is owned by Australia's 38 Universities and CSIRO, that provides our college access to a high-speed learning platform dedicated to education and research institutions. AARNet also provides our college access to world-wide wireless network, eduroam.

Eduroam (EDUcational ROAMing) allows our students and teachers access to their school resources, university IT resources and the internet at other participating organizations, i.e., Universities, museums, and research institutions. This exciting and innovative service will assist students with their schoolwork and support valid teaching, learning, research, and administrative functions for education.

Educational roaming will deliver a user friendly, secure, and scalable Internet access solution for school children and will provide them with a "like University student" internet experience while on university campuses during their High School to University transition years.

NGSC endeavours to deliver our students and teachers a high level of filtered internet, whilst maintaining appropriate internet access to support their learning, acknowledging that full protection from inappropriate content can never be guaranteed. The College does not accept responsibility for internet filtering policies and access restrictions implemented at other eduroam member organisations or sites.

Eduroam Schools *(including NGSC),* Universities and member institutions apply automatic monitoring and logging of internet usage, authentication, and accounting requests, which may be used to interrogate the internet usage of individual users. Monitoring and the holding of data will comply with state or national legislation.

At our college we:

- have a **Student Engagement Policy** that states our college values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- educate our students to be safe and responsible users of digital technologies. *(regular incursions from Cyber Safety practitioners and curriculum modules etc)*
- raise our students' awareness of issues such as online privacy, intellectual property, and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - o Bullystoppers Duty of Care and Supervision (https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx)
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:.
  - o Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - o Parents Cybersafety guide (https://esafety.gov.au/parents)

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Online Services

North Geelong Secondary College (NGSC) uses online services to support a high quality and innovative learning environment. The following information provides plain language explanations about student participation, privacy compliance and copyright components of digital learning at our college.

What online services are used at our college?

Compass, the Google Apps suite and other online learning tools are used at NGSC to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills, that are needed for their future in a world where being connected, able to communicate and collaborate, and be creative, are integral.

By using online tools at North Geelong Secondary College, staff give students the opportunity to explore learning beyond the walls of the classroom and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites that they encounter.
The two services named above are ones for which students that are enrolled at NGSC will automatically have an account created for them.

Students will at times also use other online services where they will be asked to use their own NGSC Gmail to create an account.

An updated list of these services can be found at https://ngsc.vic.edu.au/online-services/

What are the benefits of using online services and how do we use them?

As part of the learning program at NGSC, Compass provides a learning portal, used by many Victorian schools, that is accessible by all students, parents, and teachers. It serves as a method of providing assessment, reporting and ongoing learning information for all students. Compass has the functionality to allow students and teachers to collaborate and share ideas, that aim to increase the depth of student learning. Additionally, it will also be used by the College to track student wellbeing in a highly confidential and secure manner, e.g., attendance, health and safety incident reporting and learning behaviours related to the College values.

Google Apps for Education provide a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls and seamless compatibility which benefit students as they are preparing for future work and social environments where this tool, or ones like it, are utilised. It also allows teachers to give quick and easy feedback to students online through the sharing facility, instead of students having to wait for paper-based copies of work to be returned to them once marking has been completed.

The Compass and Google Apps domains will be administered by several college staff and interactions and spaces online will also be monitored by the classroom teacher.

Online Services *cont'd*

What personal information is required to create and use an online account to access online services?

Only limited personal information is used for most online learning i.e., name and class. Both Compass and Google Apps Suite require a login to be created for students. For this purpose, the College will use the students' Cases21 identification *(e.g., wei0002)* to create an email address in Google Apps.

Compass will then use the email provided to generate an account, using the email account as a username. Students will then use the account to login to the Compass platform and provide access to the Google online cloud storage services and products in the Google Apps suite.

Other personal information is utilised by some services for the purpose of monitoring students learning and wellbeing. For example:
- Parents/Guardian contact details.
- Medical alert information.
- Timetable information.
- Attendance data.

All this information is accessible within the Department of Education & Training (DET) Cases21 system and is provided to the College upon enrolment. No other personal information is added to online tools other than the uploading of students' work, feedback and assessment from teachers, and health and safety incident reporting records.

How do we protect personal and other information?

Our college is bound by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. These Victorian privacy laws require schools to handle personal information in accordance with the appropriate principles such as the 10 Information Privacy Principles *(Link to IPPs in plain language)*. In most cases personal information is stored in servers located in Australia. In limited cases, such as Google, servers are located internationally, governed by their own privacy policy that respects data security. The College has monitoring capabilities for Google to ensure appropriate and safe use.

The audience is restricted to users of the Compass system. It is further restricted within student profiles so that only the parent or carer of each child has access to their child's information. Compliance assessments, appropriate contractual documents and monitoring ensure all data is securely and appropriately handled. For more information or copies of Privacy Impact Assessments please contact the College.

What content and materials will your child be able to share through the online services?

Students own the copyright in any work they create if it is their original work. Please note that students may only use the work of another student during collaborative or group work, or with the permission of the other student.

Online Services *cont'd*

The student may create a variety of work such as:

- artwork or photographs.
- video or digital story.
- school projects and assessment materials.
- podcasts and other streaming outputs.
- written work, such as assignments, essays, or poetry.

Where this work contains identifiable information about themselves or others, the school will guide students on ethical considerations, such as respect and consent.

The reproduction of student work is often used to demonstrate excellence and celebrate the efforts of students with the wider community. The school asks students for permission to reproduce and publish student work in this way.

What school policies and support apply to these services?

The North Geelong Secondary College Student Engagement Policy will be used to inform the College community on acceptable behaviours.

Our school policies are available from https://ngsc.vic.edu.au/downloads/ . Students will be supported to develop Cyber Safe practices online. In some instances, inappropriate use of online tools may require personal information such as messages or comments in the system, to be discussed with a child and their family.

What if I choose to opt-out of online tools for my child?

Please consider the benefit of these online tools as important ways that we can leverage enhanced learning experiences for students, and balance this with the minimal risks which are mitigated by: limiting information to that needed and supporting safe use and data security compliance. We are happy to discuss any concerns you may have. Please contact the college Principal or Assistant Principals on 5240 5800.

Alternative 'off-line' options are available to ensure that students who do not use a Google account can still participate in learning activities in the classroom: https://ngsc.vic.edu.au/online-services/.

To discuss the use of online tools, please contact the College to help us understand any parental concerns related to your child's learning opportunities using online tools.

Student declaration

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

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g., 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 or a trusted adult if I personally feel uncomfortable or unsafe online.
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviours.
- carefully considering the content that I upload or post online, knowing that this is a personal reflection of who I am and what people think of me.
- investigating the terms and conditions of use *(e.g., age restrictions, parental consent requirements)* and if my understanding is unclear seeking further explanation from a trusted adult.
- confirming that I meet the stated terms and conditions and completing the required registration processes.
- handling ICT devices with care and notifying a teacher of any damage or required attention.
- abiding by copyright and intellectual property regulations, requesting permission to use images, text, audio, and video and cite references where necessary.
- not downloading unauthorised programs, including games.
- 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.

In addition, when I use my personal mobile devices *(including my phone)* I agree to be a safe, responsible, and ethical user always, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times *(except when approved as part of a lesson)*.
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- obtaining appropriate *(written)* consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting or uploading them online.

1-to-1 personal devices (BYOD)

Years 7-9 Students

We believe that the use of a standard platform is essential in building confidence for both students and teachers to get the most out of their device. Knowing all students have the same device in each class greatly helps teachers plan activities that use technology effectively to enhance student learning.

For these reasons, the College strongly urges students not to bring devices other than the school-approved Chromebook. *(Lenovo 100e Chromebook)* as their digital learning device*.*

Chromebook's that are available at many retail outlets are built for the consumer market, and may not be designed to protect against dropping, spillage, or run educational Android Apps.

NOTE: All BYOD Chromebooks for new students in Years 7 to 9 enrolling from 2021 will be erased and supervised by the College's Google Administration Console. This ensures that the Chromebook will have the correct settings and applications applied.

Please ensure the Chromebook is backed up prior to its setup on the College network, as ALL data will be erased during this process.

If a device is found to be installed with a non-genuine Chrome OS, it will need to be restored to factory settings. All data will need to be backed up by the student/family prior to the restoration.

Students (All Years)

Ownership

- The device is owned by the parents/guardian/student but is made available for use as part of the school learning program.
- Parents/guardian/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased or installed.
- The College reserves the right to check all materials and content, whether accessed via the College network, at home, or elsewhere, that are housed on the device.

1-to-1 personal devices (BYOD) *cont'd*

School support

Support **will be** provided for:
- connecting the device to the College network, internet, and other digital technologies.
- set up and management of college, student email accounts.
- all school-based software and associated issues with College applications.

Support **will not** be provided for:
- connecting to home networks, the internet, printers, or other devices.
- personal email accounts and settings.
- software issues.
- hardware issues or repairs.

Damage or loss of equipment

- I understand that the care, safekeeping and use of my device is MY responsibility.
- Neither North Geelong Secondary College, its staff, or employees, are responsible for your device should it be stolen, lost or damaged at any time.
- The College recommends that BYOD devices are covered by a manufacturer's extended warranty and insurance. Any warranty and insurance for the device is the responsibility of the student/parent/ guardian. The device will not be repaired by the College, nor is it covered by any insurance at the College.
- In the case of suspected theft or malicious damage caused by another person off-site from the College, a Police report must be made by the family. This issue is a private one, and the College will not be involved in cases where a BYOD device has gone missing outside of school hours.
- Should a student's device NOT be available for use at the start of a school day, the student will need to report to the College Network Office prior to the start of that day.
- Students will be required to replace a lost or damaged device, or other peripherals if supplied, within a maximum of a ONE MONTH time frame, to ensure that the learning is not negatively impacted for the student.

User responsibilities

Students are responsible for:
- bringing portable devices fully charged to school every day.
- maintaining virus protection, spam and filtering settings, set as a standard on the device.
- backing up data securely.
- always carrying their device in an appropriate protective case.
- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during recess, lunchtime or when not in the classroom.

1-to-1 personal devices (BYOD) *cont'd*

User responsibilities (cont'd)

- storing their devices securely in their lockers at recess and lunchtime.
- adhering to directions from the staff of the College in terms of use in the classroom and around the College grounds.
- not removing or tampering with any of the College's network settings, digital certificates, or restriction policies on the device.
- ensuring that your device has the College suite of Apps and links. And that your devices operating system and Apps are always maintained and kept up to date.
- not inappropriately using the device in the classroom. Any such occurrence will result in a consequence issued by the classroom teacher and/or the year level manager.
- adhering more specifically to the use of a device by;
  - o having no more than 10 non educational games to be stored on the device.
  - o not playing games during class time. Students caught playing games at school that are not related to the curriculum, may then have all their games deleted. A further offence will result in the Apps being deleted and your device being restricted for a period of time.
  - o that the device will remain in a protective case when it is not being utilised for classwork to minimize the possibility of accidental damage.
  - o Co-operate with requests by my teachers to join and allow my device to be controlled, to participate in learning activities utilising technologies such as Google Classroom etc.

Consequences for not following these conditions may result in detention or suspension, or the confiscation of the device for a period of time.