



Antonine College ICT Acceptable Use Agreement for the use of Digital Technologies

Agreement for students and parents

Definition: Digital Technologies encompasses technology such as Computers, Laptops, Mobile Devices, the Internet, Multimedia, Projectors and Digital Visualisation Devices, Printing Devices, Robotics, Apps and Software.

Parents and students should:

- Read and understand what the school will do to support the safe and responsible use of digital technology (Part A)
- Read through the agreement and discuss it together to ensure they understand each dot point (Part B)
- Consider how they might support safe and responsible behaviour online at home (supported by the family information developed and delivered by the school)
- Negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve this agreement
- Sign and abide by the agreement (Part C)

Part A - School support for the safe and responsible use of Digital Technologies

Antonine College provides and uses the digital technologies as teaching and learning tools. We see digital technologies as valuable resources, but acknowledge they must be used responsibly. The use of a computer or mobile device as a teaching and learning tool binds parents and students to this agreement both at school and in the home.

Your child has been asked to agree to use digital technologies responsibly at school and home. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Antonine College believes:

- The teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school
- To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching
- Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home
- Some online activities are illegal and as such will be reported to police

At Antonine College we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology
- Provide a filtered Internet service
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills
- Have a cybersafety program which is reinforced across the school
- Use digital technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/carers through information evenings/sessions and through the document attached to this agreement for parents to keep at home
- Work with students to outline and reinforce the expected behaviours when using digital technologies

Part B – Digital Technologies Agreement



Section 1. Use of Computers, Laptops, and Tablets

Access to the school network is provided on the condition of the following:

- IT Services and School Leaders are allowed to check all your files and your school email account at any time to ensure you are being responsible
- You are responsible for your account. Never tell your password to anyone else or let them use your account. If someone knows your password or is using your account, tell a teacher immediately. Never use another person's account
- Make sure that you have completely logged off the computer before leaving it
- No food, liquids or rubbish are allowed near the computers
- If you find a computer area untidy, it is your responsibility to clear it up before use
- You must not download, install or run any programs from any disc, external hard drive or website without teacher consent
- You must not intentionally access inappropriate, irrelevant or banned websites
- You must not attempt to alter any administration or security settings
- You must only use a printer for schoolwork
- No computer equipment may be removed or tampered with
- 'Hacking' (i.e. unauthorised access or use of personal information), intentional damage to computers, computer systems, computer networks or files are criminal offences and will be dealt with accordingly
- You must never harass, insult or attack others online or offline. This is bullying and will be dealt with severely. Emails you send or posts you make online can be traced or recorded as evidence of your infringement
- You must not use obscene or offensive language online or in emails. Remember that you are a representative of your school on a global public system. Remember that the school has the right to read your emails
- Never copy and make use of any material without giving credit to the author. Not only are you infringing on the 'Copyright Act 1968' law, but you will also be guilty of plagiarism
- Check with a teacher before opening unidentified email attachments, completing questionnaires or subscription forms, or emails from people you do not know
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers, other students, non-teaching staff)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to a public online space outside of the direct control of Antonine College. This also applies to the use of your laptop at home
- Be respectful in the photos taken or video captured and never use them as a tool for bullying

Section 2. Use of Mobile Phones, iPods and other Personal Electronic Devices

The widespread ownership of mobile phones (and other personal electronic devices such as iPods) among students requires that schools take steps to ensure that such mobile devices are used responsibly at school. This section is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.

Antonine College accepts that some parents choose to give their children mobile phones to protect them from perceived everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school.

The decision to provide a mobile phone to a child should be made by parents or guardians and parents should be aware if their child takes a mobile phone (or other mobile device) to school.

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this policy.

This agreement also applies to students during school excursions, camps and extra-curricular activities.



Acceptable uses of mobile phones at school

- Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school
- Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications during lesson time or in lunch or recess breaks or while engaged in other school activities such as assemblies, excursions or sport. Students should restrict use of the mobile phone to before or after school
- On camps, students should only use their phones to call home in designated times as set by the camp organiser. Only a member of the student wellbeing team, counsellors (including careers counsellor) or the Principal can grant an exception to this rule
- While at school, phones should be switched off and in lockers/bags
- Students should generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls to avoid distracting/annoying others when a student is travelling on school buses
- Parents should only text their children before or after school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school

Students are reminded to protect their phone numbers by only giving it to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyber-bullying.

Theft or damage:

- Students who bring a mobile device to school should have it secured in their locker/bag when they arrive to prevent loss or theft. Lockers should use school provided locks
- Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office
- Antonine College accepts no responsibility for replacing lost, stolen or damaged mobile devices
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Mobile devices and/or passwords should not be shared
- If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the device

Section 3. Use of Internet, software and other digital technologies

When using the Internet, software or any other digital technologies, I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly



- Use social networking sites for educational purposes and only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about others' intellectual property and how I use content from the Internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or the teacher

Cyberbullying:

- Using digital technologies to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour
- Students and parents are reminded that it is a criminal offence to use any digital technology to menace, harass or offend another person and almost all calls, text messages and emails can be traced
- Digital technologies must not be used to take photos/videos of any other student or teacher without their consent. It is also prohibited to upload photos/videos of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video
- Students are reminded (see 3.5) that digital technologies are not to be used in toilets or changing rooms

Section 4. Sanctions/consequences of unacceptable/inappropriate use

- Breaking any of these rules means you will be dealt with in a manner dependant on the severity of the infringement. Any inappropriate materials will be removed, recorded and/or held as evidence of your infringement
- Students who infringe the guidelines and rules set out here will face one or more of the following consequences as appropriate:
 - Teacher warning which will be recorded on SIMON;
 - Reflection time at lunch time with the relevant Coordinator;
- Minor offenses will result in a temporary removal of computer privileges. For more serious offences, such as the transmission of offensive material, bullying or criminal acts, the police, the Principal, and your parents will be informed
- Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal or VCAA where external examiners are involved
- For major disruptions or repeated infringement, students will have their mobile devices confiscated by teachers. The mobile device would be taken to a secure place within the school and the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile device or for parents to contact the Year Level Coordinator (St Joseph Campus) or Deputy Principal (Cedar Campus). Criminal matters will be referred to the police
- Sustained infringements, especially those involving bullying or using a phone to harass others, may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school. This would mean that the phone would need to be kept home at all times

Part C – Signing of Agreement

By signing the Student and Parent Acceptable Use Policies, you are agreeing to the Acceptable Use Agreement.

Due to the rapid rate at which technology changes, Antonine College reserves the right to amend this agreement.

If you have any concerns about this agreement or ideas for improving this agreement please contact the school.

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