

ACCEPTABLE USE AND E-SAFETY AGREEMENT

MISSION:

Access to Mordialloc College's ICT Network is provided to enrich the process of learning and to support the curriculum objectives of the College. The conditions of use will ensure that staff and students utilise the school's ICT network facilities in a way that is educationally sound and consistent with the community's social and moral values.

Any behaviour that interferes with the primary objectives of the College ICT Network will be considered an infringement of Acceptable Use. Each student and their parent / guardian must read through the Acceptable Use and E-Safety Agreement before accessing the Network and sign the contract below.

POLICY:

1. Computer hardware

Computer facilities are expensive, sensitive and must be treated carefully. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Steal equipment
- Vandalise equipment (e.g. graffiti)
- Eat or drink near any College owned computer resources

Students must not, without permission:

- Attempt to repair equipment
- Unplug cables or equipment or remove any covers or panels
- Disable the operation of any equipment

2. The Computer operating systems and other software are designed to be efficient and legal. Students will not:

- Change any computer settings (including screen savers, wallpapers, desktops, menus, standard document settings etc.) without permission
- Bring or download unauthorised programs, including games, to the College or run them on College computers
- Play online games
- Delete, add or alter any configuration files
- Copy any copyrighted software to or from any computer, or duplicate such software
- Deliberately introduce any virus or program that reduces system security or effectiveness
- Change settings, use VPNs or access sites or services with the intent of bypassing College security and filtering. Including but not limited to proxy servers, tethering to mobile/3G/4G/LTE type data services or use open port services (E.g. Tor).

3. Networks

Students Intranet and Internet accounts are to be used only by the authorised owner of the account. It is the responsibility of students to make backup copies of their work. The College will exercise due care with backups but will not be held responsible for lost data. Students must not:

- Attempt to log into the College network with any user name or password that is not their own, or change any other person's password
- Reveal their password to anyone except the system administrator or classroom teachers, if necessary. Students are responsible for everything done using their accounts, and everything in their home directories
- Use or possess any program designed to reduce network security
- Store the following types of files in their home directory, without permission from the Compute Systems Manager; Program files Picture files, unless they are required by a subject; Obscene material – pictures or text; Obscene filenames; Insulting material; Password-protected files; Copyrighted material

4. Printing

Students must minimise printing at all times by print previewing, editing on screen rather than on printouts and spell-checking before printing. Students are encouraged to use electronic forms of work submission and sharing, e.g. email, Google Docs. Students must not load paper into printers without permission.

5. Internet usage

Internet access has been provided to assist students' education. Students must use it for educational purposes only and not in any unauthorised way. It is not intended for entertainment. Students must adhere to staff instructions when accessing the internet.

5.1 Email

Electronic mail is a valuable tool for personal and official communication both within the College network and on the Internet. Students will not:

- Send offensive mail
- Send unsolicited mail to multiple recipients ("spam")
- Use email for any illegal or unethical purpose
- Attempt to disguise their identity or the true origin of their mail
- Forge header messages or attempt to use any mail server for deceptive purposes
- Use any mail program designed to send anonymous mail

5.2 Social networking and chat sites

Social networking and chat sites/apps such as Facebook, Snapchat, Instagram, Kik, etc. are not to be used by students unless instructed by a teacher for educational purposes

5.3 Filtering

The College will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material.

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Students will not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or sexual discussion intended to provoke a sexual response
- Violence, physical harassment or bullying
- Information on, or encouragement to commit any crime
- Racist, sexist, homophobic or any content designed to harass, humiliate groups or individuals
- Information on making or using weapons, booby traps, dangerous practical jokes or “revenge” methods

If students encounter any such site, they must immediately turn off the computer monitor (not the computer itself) and notify a teacher. Do not show your friends the site first.

The Internet must not be used for:

- Commercial purposes or for profit
- Illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain
- Accessing copyrighted or personal materials (including images) without express consent and appropriate referencing

6. Cyber safety

Mordialloc College is committed to providing a safe, supportive and nurturing environment for all students, staff and community members. All users of the College’s digital resources, spaces and infrastructure must always adhere to safe and responsible practices. All users agree to:

- Show respect in communications with others, and never write, post or participate in online bullying (this includes forwarding messages, ‘liking’/promoting bullying content, and supporting others in harmful, inappropriate or hurtful behaviour)
- Seek the support of staff or a significant adult if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful behaviour
- Seek permission from all individuals involved before taking photographs, recording sound or videoing them (including teachers and members of the wider community)
- Be respectful in all digital content they create or share (including photos, videos, written work, etc.) and ensure these are never used as a tool for bullying, whether or not they are created, stored or shared using College resources or outside of school hours and premises
- Seek to understand the terms and conditions of websites, services and online communities and be aware that content they upload or post is their digital footprint accessible to the public
- Protect their privacy rights and those of other students and staff by not giving out personal details including full names, addresses, telephone numbers, email addresses, social network profiles and images
- Think critically about others users’ intellectual property and how they use content posted on the internet

7. Possible penalties

More than one may apply for a given offence. Serious or repeated offences will result in stronger penalties.

- Temporary ban on using computers
- Removal of email privileges
- Removal of internet access privileges
- Removal of student account and network access
- Detention
- Paying to replace damaged equipment
- Removal from classes where computers/devices are involved
- Suspension from College
- Criminal charges may be laid

For further details see Mordialloc College Acceptable Use and E-Safety agreement, available on the College website

Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students and all of our school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school’s Child Safe policy and Code of Conduct are available on the school’s website.

I have read all of the above and I fully understand the consequences if I breach this contract. I accept that these conditions apply to both College and personal devices and resources.

Students signature: **Date:**

Parental Agreement:

As the Parent/Guardian of I hereby acknowledge that I have read the Agreement on student use of digital devices and the Internet and discussed it with my child. I understand that this use is designed for educational purposes and cyber safety. I recognise that while every effort will be made to monitor student’s use of the Internet, it is impossible for Mordialloc College to continually monitor and restrict access to all controversial materials. I accept that if my child damages any part of the College hardware (intentionally or through careless behaviour) they will be responsible for any cost incurred. I understand that safe and responsible behaviour in accordance with cyber safety is explicitly taught at Mordialloc College and it is my responsibility to reinforce this behaviour at home.

Parent/Guardian Signature: **Date:**

In order to access the College Network this contract must be signed and displayed at all times.