**MILC**

**Acceptable Use Policy for ICT Resources - Students**

**School profile statement**

At MILC we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School’s roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

* Have a Student Engagement Policy that outlines our School’s values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
* Provide information about digital access issues such as online privacy, intellectual property and copyright;
* Supervise and support students using digital technologies in the classroom;
* Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;

[Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

* Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
* Use online sites and digital tools that support students’ learning;
* Address issues or incidents that have the potential to impact on the wellbeing of our students;
* Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
* Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.
* The following resources provide current information from The Children’s eSafety Commission: https://www.esafety.gov.au/key-issues/cyberbullying

**Student declaration**

When I use digital technologies and the internet 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 participating in online bullying (eg forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
* Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
* Protecting the privacy of others by 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, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
* Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
* Reviewing the terms and conditions of use for any digital or online tool (eg age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
* Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
* Handling ICT devices with care and notifying a teacher of any damage or attention required;
* Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
* Not accessing media that falls outside the School’s policies;
* Not downloading unauthorised programs, including games;
* Not interfering with network systems and security or the data of another user;
* Nor attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

* Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
* Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

**Personal 1-to-1 devices - considerations**

**Ownership and insurance** - Personal student devices are the responsibility of the student and we would encourage all parents to consider personal insurance and warranty cover to address any concerns regarding damage or loss of the device.

**Damage or loss of equipment** - Any damage or loss of equipment, will be the responsibility of the individual. The school accepts no liability for damage or loss of a personal device.

**User responsibilities** - all users of personal devices (laptops and phones) have a responsibility to follow all schoo guidelines, in relation to the appropriate use of the device in classrooms, excursions or any other school related function or

activity. Inappropriate use of social media sites, other web based platforms or use of software that contravenes school policies will result in appropriate disciplinary measures.

**Software / App updates and processes** - The school uses school-approved software packages, which are provided free to students and staff to use as part of their educational needs. Any illegal or inappropriate software that is on any student personal learning device will be removed, to ensure that school policies are supported.

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

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 |  |
| School IT contact name |  |
| School contact number |  |