2024
Kerang Technical High School

School profile statement

At Kerang Technical High School 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.

At our school we:
- have a **Digital Learning (Internet, Social Media and Digital Devices) Policy** that states our school's 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. *(Include any specific programs or approaches the school undertakes.)*
- 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:
  - Bullystoppers Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- 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:
  - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)

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BYOD personal devices (Program for Year 7 to 12 Students)

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.

- Parents/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.

- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

- The school will provide access to some software and applications through **Edustar.** There is a no cost for this access. child's device.

- Students are required to have AB tutor installed onto their computer as part of BYOD, this operates only on the school network.

School support

Support **will be** provided for:
- connecting the device to the school network, internet, and other digital technologies.

- set up and management of school, student email accounts.

- all school-based software (including Office 365) and associated issues with school applications.

Support **will not** be provided for:
- connecting to home networks, the internet, printers, or other devices

- personal email accounts and settings hardware issues including broken screens and keys. Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.

- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities Students are responsible for:

- bringing portable devices fully charged to school every day.

- ensuring the device has appropriate virus protection.

- backing up data securely.

- carrying their device in an appropriate protective case at all times.

- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

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Education & Training **Victoria**

Acceptable Use Agreement

Bully Stoppers.
Make a stand. Lend a hand.

1-to-1 school owned devices – Trolley & Library Borrowing

Ownership
- The school retains ownership of the device, and the device is to remain at School.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- School owned devices can be tracked within class to monitor my use.

Damage or loss of equipment
- All devices and batteries are covered by a manufacturer's warranty. The warranty covers the 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 immediately to the school.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- 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 for home use.

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 will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

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 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, I acknowledge I will not use my mobile phone whilst at school unless I have been granted an exemption or the classroom teacher has gained permission from the Principal for its use.

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Acknowledgement

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners, interactive boards)
- 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)
- void and podcasts
- video conferences and web conferences.

What do parents and students need to do?

1. Thoroughly read the Acceptable Use Policy
2. If you wish to accept the policy and framework, sign the documentation (parents/guardians and student).
3. Once the 2024 School year begins, hand the device and signed documentation to our technician to enable them to connect the device to the KTHS network (this may take 1 day to 1 week).
4. This signed documentation must be returned by Census Day (26th February 2024) to ensure continued use of these technologies.

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

I acknowledge that NOT signing this Agreement will result in my digital access being removed at school.

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: _____/ _____/_____

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