

MOUNT RIDLEY P-12 COLLEGE

STUDENT ACCEPTABLE USE AGREEMENT

Preamble

This policy is in conjunction with the Student Personal Device Policy. This policy must be signed if a student uses their own device at the college.

Rationale

The purpose of this agreement is to ensure that students at Mount Ridley College who use these technologies do so in an appropriate and responsible manner.

This policy applies to all school students located at Mount Ridley College who access the internet, resources and online communication services within the college network.

As a part of the Bring Your Own Device (B.Y.O.D) program at Mount Ridley College, we allow students to bring their own approved device to use on premise.

Students need to be aware that they are held responsible for their own device, and not the college. All students are able to connect to the college network with a connection fee and must be mindful that network usage is monitored and not lend their personal device, as it is connected to the network under their personal credentials.

Any damage to personal devices in the course of their usage at the College is not the College's responsibility. It is recommended that all personal devices have warranty and insurance.

Guiding Principles

Mount Ridley College encourages the positive, responsible and safe use of technology in the classroom. The college recognises the positive impact technology can have on student learning and that technology is an integral part of being an active citizen in the 21st century.

This policy applies to all school students located at Mount Ridley College that bring in their own devices and who access internet resources and online communication services within the college network.

Implementation

1. Protocols: Conduct

This agreement is to be read and signed by the student and parent/guardian.

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

- Upholding the values of Respect, and Tolerance, Responsibility, Personal Success, Honesty and Trust of Mount Ridley College at all times when using ICT devices. This includes the use of computers, digital cameras, personal mobile phones, iPods and other mobile devices.

- 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 any personal details, including my network details, full name, telephone number, address, passwords and images.
- Ensure that communication through internet and online communication services is related to learning.
- 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.
- Knowing that I am held responsible for their actions while using internet and online communication services.
- 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 user name or password of another student.
- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- Being aware that all use of internet and online communication services can be audited and traced to the user accounts of specific users.
- Not revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

2. Protocols: Mobile Phones

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

- keeping devices on silent and out of sight during class times; except when approved as part of a lesson

- Understanding that the college network is for school approved devices only.
 - Ensuring my mobile phone use must not disturb other students' learning.
 - 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 positive 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/uploading them to online spaces.
 - Knowing the use and securing of mobile phones and other electronic devices is my individual responsibility.
 - Understanding that mobile phones must not be used to bypass school procedures in relation to school-parent contact. Any parent who needs emergency contact with me can ring the school who will pass on the message.
-

PLEASE RETURN THIS SLIP.

I agree to allow my child to use the internet and other technologies at MRC. I will contact the College if there is anything here I do not understand. If there is a situation which concerns me, I will contact either the College on 8338 3600 or the Department of Education and Training's eSafety team on 1800 880 176.

Student full name: _____

Mentor Class: _____

Student signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____