

## **1. DIGITAL TECHNOLOGIES, INTERNET and G SUITE**

Please read the following agreement and complete the forms in section 4 of this document

Footscray High School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. 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.

School support for the safe and responsible use of digital technologies

Footscray High School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use the internet and digital technologies responsibly at school.

At Footscray High School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- provide supervision and direction in online activities and when using digital technologies for learning
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- provide parents/carers with a copy of this agreement
- support parent/carer in understanding of the importance of safe and responsible use of digital technologies

### **School-Provided G Suite Accounts**

The school will provide each student with a Google G Suite account to access curriculum documents and resources, for their different subjects. The students' data will be stored in Google's network of data centres. This may include students' names and ID, but will not include information such as students' health details, address or families' contact details. This data is stored amongst many of Google's geographically distributed data centres in the following locations: USA, Chile, Taiwan, Singapore, Finland, Netherlands, Denmark, Belgium & Ireland. The college requests parent consent for this type of data storage.

## **2. ACCEPTABLE USE AGREEMENT**

PLEASE READ THE FOLLOWING AGREEMENT AND COMPLETE THE FORM ON PAGE 4 OF THIS DOCUMENT

### **Student Agreement**

Acceptable Use Of Digital Technologies & The Internet

When I use digital technology 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 other users' intellectual property and how I use content posted on the internet, including not plagiarising by copying and pasting information directly into my work
- not deliberately enter or remain on any site that has obscene language or offensive content
- not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- re-image my computer when required or requested
- report any damage or repair required
- Student personal mobile phones are to be securely stored during the school day in student lockers as per department of education mobile phone policy. They may only be used by students at Footscray High School with express permission of the classroom teacher. When teacher permission for the use of mobile phones is granted the use will follow the same guidelines as all other digital technologies.
- To protect the privacy of others and never post or forward private information about another person using digital technologies
- 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)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

### 3. CONDITIONS OF CHROMEBOOK AGREEMENT

PLEASE READ THE FOLLOWING AGREEMENT AND COMPLETE THE FORM ON PAGE 4 OF THIS DOCUMENT

Parent/Carer & Student Agreement - Conditions for Use of Chromebook

The 1:1 Chromebook program aims to improve student learning experiences both in and out of the classroom. When a Chromebook is purchased there is an expectation that students will make good decisions with regard to their personal use of technology. The conditions of use agreement must be signed and provided to the school before the device will be issued or used.

**Purpose** The digital device is to be provided as a tool to assist student learning both at school and at home.

**Equipment Ownership**

- any unauthorised "personalisation" of the device such as scribing or adding stickers is not permissible
- Parents/carers and students should be aware that files stored on Google Apps are not private.
- Damage or loss of equipment - All devices and batteries are covered by a manufacturer's warranty for one year. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage. We strongly recommend the purchase of extended warranty, accidental damage insurance and a protective carry bag.
- Any problems, vandalism, damage, loss or theft of the device must be reported to the school.
- If the Chromebook is lost, damaged or stolen in most cases the parent/carers will be responsible for the cost of repair or replacement
- To prevent voiding of warranty all repairs or replacements must be done via the college
- Parents/carers will be required to replace lost or damaged chargers.
- The student is responsible for taking care of digital devices in accordance with school guidelines
- The student is responsible for adhering to the school's Acceptable Use Agreement when using the machine at home
- The student is responsible for bringing the Chromebook fully charged to school every day. Power cords should be left at home.

#### 4. ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES, INTERNET & G SUITE

PLEASE ENSURE ALL SECTIONS ARE COMPLETED AND SIGNED THEN RETURNED TO FOOTSCRAY HIGH SCHOOL

##### STUDENT ACCEPTABLE USE AGREEMENT

I have read the Footscray High School Acceptable Use of Digital Technologies, Internet and G Suite carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

Student Name:	Year Level:
Student Signature	Date:
Parent/Carer Name:	
Parent/Carer Signature	Date:

##### PARENT/CARER CONSENT FOR GOOGLE DATA STORAGE

I understand that my child will be provided with a G-Suite account by Footscray High School. I am aware that data will be stored in Google's network of data centres. This data may include students' names and student ID, but will not include information such as students' health details, addresses or families contact details. This data is stored amongst many of Google's geographically distributed data centres in the following locations: USA, Chile, Taiwan, Singapore, Finland, Netherlands, Belgium & Ireland.

I consent to this type of data storage for my child's G-Suite account as provided by Footscray High School.

Student Name:	Year Level:
Parent/Carer Name:	
Parent/Carer Signature	Date: