

ACCEPTABLE USE OF TECHNOLOGY

As part of our O-Week program for Year 7, students have explored the FHS Acceptable Use Agreement (AUA) outlined below. Students are required to bring this booklet home and discuss its contents with a parent/carer or guardian.

Once this has been discussed please complete the "Acknowledgment of Acceptable Use Agreement" Insight Cycle on Compass*

*note: both student and guardian need to complete questions


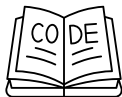





Information for parents

Our commitment to the responsible use of digital technology

At Footscray High School we are committed to building a culture of respect and responsibility.






- We show this in the way we use technology and interact online.
- We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats.
- We support students to develop the digital skills they need to make a positive impact in the world.
- We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do

	<p>We set clear expectations</p> <ul style="list-style-type: none">• We have clear expectations about appropriate conduct using digital technologies.• Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours.• We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none">• We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	<p>We partner with families</p> <ul style="list-style-type: none">• We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none">• We provide access to educational software for students to use.• We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none">• We supervise students using digital technologies in the classroom, consistent with our duty of care.• We use clear protocols and procedures to protect students working in online spaces
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none">• We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.• We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none">• We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.• We refer suspected illegal online acts to the police.

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p><u>Establish clear routines</u></p> <p>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent.</p> <p>These can include:</p> <ul style="list-style-type: none">• Requiring devices to be used in a common area, such as a living room or study area• Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	<p>Restrict inappropriate content</p> <ul style="list-style-type: none">• Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.• Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p>Talk about online safety</p> <ul style="list-style-type: none">• Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.• Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p>Model responsible and balanced technology use</p> <ul style="list-style-type: none">• Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*• Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <ul style="list-style-type: none">• Let your child's teacher know about concerns you have regarding their technology use• Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

Did you know...

*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

In addition to the above expectations please support us with the following:

Chromebook specific expectations

Make sure your Chromebook is:

- fully charged each morning
- carried to school with appropriate care in a carry case and stored in the student locker when not in use
- any physical device damage is immediately reported and if necessary, repaired
- the supplied student name label is clearly displayed on the lid and not damaged or graffitied in any way.

Device supports and services provided

Footscray High School will provide the following technical support services for student Chromebooks:

- Support to access software on the Google Suite
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device. This can be purchased with the Chromebook from the LWT portal.





Students, parents and carers who would like more information or assistance regarding our Chromebook program are encouraged to contact IT Support at support@footscray.vic.edu.au.

Instructions for Parents about this Homework task

- Students are encouraged to speak with their guardians about this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement via Compass with your student, including parent/carer acknowledgement by the start of Week 3, Term 1.
- If you are having trouble accessing Compass please contact support@footscray.vic.edu.au

For students: What we expect

Below are our expectations of students at Footscray High School when using digital technologies.

<p>Be safe</p> 	<p>At Footscray High School we protect personal information and keep safe online.</p> <p>We do this by:</p> <ul style="list-style-type: none">● Not sharing our password or using someone else's username or password.● Logging out of our devices when they are not in use.● Restricting the personal information we post online, including images and videos.
<p>Be respectful</p> 	<p>At Footscray High School , we are kind and show respect to others when using technology.</p> <p>We do this by:</p> <ul style="list-style-type: none">● Acting with kindness and never bullying or impersonating others online.● Thinking about how our words might make others feel before we say or write them.● Only taking photos or recordings of others when they are aware and have given us permission to do so.● Seeking permission before sharing others' information online.● Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
<p>Be responsible</p> 	<p>At Footscray High School , we are honest, handle technology with care and follow the school rules.</p> <p>We do this by:</p> <ul style="list-style-type: none">● Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.● Following the terms and conditions of any digital tool we use.● Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.● Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.● Turning off and securely storing our mobile phone during school hours.● Ensuring a healthy balance between screen time and offline activities at school.
<p>Ask for help</p> 	<p>At Footscray High School , we ask for help if we feel unsure or see something inappropriate.</p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none">● We feel uncomfortable or unsafe.● We see others participating in unsafe, inappropriate, or hurtful online behaviour.● We notice any damage to school technologies.● We need help understanding about a digital tool or how it can be used.

Support for students: For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

Your task (Class):

- Talk with your class and teacher about what safe and responsible online behaviour means for you.
- Write your response in the boxes below.

Your task (Home):

- Discuss the information in this booklet and your answers below with a parent/carer or guardian.
- Copy your answers from this sheet into the Insights Cycle in Compass and accept the Acceptable Use Agreement. Make sure your guardian does too!

My ideas on safe and responsible online behaviour

Be safe - I protect personal information and keep safe online. This means I:

Be respectful - I am kind and show respect to others when using technology.

This means I:

Be responsible - I am honest, handle technology with care and follow the school rules.

This means I:

Ask for help - I ask for help if I feel unsure or see something inappropriate. This means I:

Student Declaration

to be completed on Compass Insights with Parent/Carer

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 (e.g. 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;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- 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;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. 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 using unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.
- I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
- This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.
- I understand that there are actions and consequences established within Footscray High School's Student Wellbeing and Engagement Policy if I do not behave appropriately.