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Yarra Hills Secondary College

Netbook User Agreement

2013
Safe and responsible use of technology at Yarra Hills Secondary College

Yarra Hills Secondary College uses the internet for a range of educational purposes. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

At Yarra Hills Secondary College we:

• Have a cyber safe and responsible use program from Years 7-12 that reinforces the values and behaviours of the school code of conduct when students use technology and the Internet.
• Provide a filtered internet service at school
• Provide supervision and direction in internet activities and when using mobile technologies for learning
• Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• Provide support information to parents about the safe use of Information Communication Technologies (ICTs) through information evenings, newsletters and through this document
• Provide support to parents to understand this agreement (e.g. language support)
• Work with students to outline and reinforce the expected behaviours in the Ultranet*.
• The Ultranet is a password protected online learning space for all Victorian government school students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home. The Ultranet will be active at Yarra Hills Secondary College from August 2010.

Family Information about safe use of ICT at home

Yarra Hills Secondary College believes the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Bridging the gap between home and school

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

○ find out how your child uses the internet and who else is involved in any online activities
have the computer with internet access in a shared place in the house – not your child’s bedroom

ask questions when your child shows you what they are doing, such as:

- how does it work and how do you set it up?
- who else is sharing this space or game? (do you know them or did you ‘meet’ them online?)
- can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
- what are you doing to protect yourself or your friends from these potential dangers?
- when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online communications
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like Myspace, Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- don’t use their own name, but develop an online name and use avatars.
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don’t allow anyone they don’t know to join their chat or collaborative space.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

In line with school’s student code of conduct, ensure your child understands the importance of using appropriate language when talking to and working with others online and never writing or participating in hate mail.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school’s code of conduct.

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as “free” but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using social networking sites for educational purposes and only as directed by teachers

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.
The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose will be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

**Keeping away from rude or offensive sites**
In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

**Following copyright procedures**
All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.
By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

**Evaluating and using content on the internet carefully**
Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.
Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

**Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student**
Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details.

**Seeking teacher assistance**
The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe.

**Use of mobile phone and other mobile technology**
Mobile phones and technologies are a seamless part of our lives. The school requires to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones in it at any time. Student learning and concentration could well be hampered by texting and ringing.
The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don’t want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.
Acceptable Use Agreement

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Protect the privacy of others and never post private information about another person
- Report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

When at school I agree to:

- Behave according to the school’s Student Code of Conduct
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school
- Use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- Use the internet at school for educational purposes and use the equipment properly
- Use social networking sites for educational purposes and only as directed by teachers
- Not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images)
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think about how I use content posted on the internet and not simply copy and paste information from websites
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or classroom teachers
- Be responsible for the netbook with regard to physical care, security and data backup
- Return the netbook to the College ICT department for maintenance activities in a timely and cooperative manner
- Retain in place any identifying markings that The College ICT Department has placed on the device, i.e. name labels, as well as any identifying markings placed on the device by the manufacturer, i.e. model and serial numbers
- Not bring or download banned software, unauthorised programs, including games, to the school or run them on school computers
- Talk to my teacher or another adult if:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
When I use my mobile phone, iPod or other mobile device at school I agree to:

- Use it for learning purposes as directed by my teacher
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will:

- Keep my phone turned off during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- Protect the privacy of others and never post private information about another person

When using a camera such as a mobile phone camera or a digital camera I will:

- Only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Respect others when I talk to and work with them online and never write or participate in online bullying
- Seek teacher permission before uploading any content to websites (e.g. blogs)
The Digital Education Revolution—VIC program aims to improve student learning experiences both in and out of the classroom. Yarra Hills Secondary College providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

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

2. Equipment
2.1 Ownership
2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.
2.1.2 The school retains ownership of the device at all times.
2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.
2.1.4 If the student leaves the school, or moves to another Government or non-Government school, interstate or overseas, the device must be returned to Yarra Hills Secondary College immediately upon exiting or ceasing to be an actively attending student.

2.2 Damage or loss of equipment
2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised “personalisation” of the device such as scribing, adding stickers etc.
2.2.3 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.
2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/carer and provided to the school.
2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.
2.2.6 Students will be required to replace lost or damaged chargers.
2.2.7 If a device is damaged, and said damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the Principal of the School may determine that the student must pay to the school the costs of repairing the damage or, if necessary, the costs of replacing the device if that damage was caused by malicious intent or gross negligence. In other cases, payment for damages, if any, will be limited to a maximum of $100.

2.3 Substitution of equipment
2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty.
2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.
3. Student Responsibilities:

The student is responsible for:
3.1.1 Taking care of digital devices in accordance with school guidelines
3.1.2 Adhering to all elements of the school's Acceptable Use Agreement (see above) when using the machine at school and at home
3.1.3 Backing up data securely
3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

I acknowledge and agree to follow these requirements. I understand that my access to the Internet and the netbook at school will be renegotiated and/or suspended and/or removed if I do not act responsibly.
Yarra Hills Secondary College

Netbook User Agreement

I have read this Acceptable Use Agreement 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 access to the Internet and a school netbook being renegotiated and/or suspended or revoked.

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*This completed form is to be returned to the Form Teacher by as soon as possible.*

*A photocopy of the completed form will be provided to each student*