

# Surf Coast Secondary College

## Digital Learning Community Agreement



By the time students arrive at secondary school, most will already be regular and active users of digital technologies including social media tools such as Facebook.

Surf Coast Secondary College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

## PART A: SCHOOL PROFILE STATEMENT

**Surf Coast Secondary College is a 1:1 learning environment where the power of technology is embraced to enable all students to have access anywhere, anytime to high quality online resources and information.**

**The following aspects of our school community support safe, responsible and effective behaviours online at school and at home:**

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our

school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- 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.
- Supervise students when using digital technologies for educational purposes.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

### Where can you access more information?

- Follow us on Twitter for regular updates about the school and learning programs @surfcoastsc. We also have a Facebook page SurfCoastSecondaryCollege - join us there too!
- Find more links to online resources about our curriculum and student wellbeing programs at <http://www.surfcoastsecondarycollege.vic.edu.au>



## PART B: STUDENT DECLARATION

### When I use digital technologies 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 (for example, 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 if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age

restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult

- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references\
- 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 other than their own
- Not bringing to school or downloading unauthorised programs, including games.



### In addition, when I use my personal mobile phone/technology, 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 verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- 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.

## PART C: CONDITIONS OF USE OF SCHOOL OWNED DEVICES

### Ownership:

- Students should take their device home to assist with the continuation of learning and assist with homework tasks; devices should not be left in lockers overnight at school
- Students should bring their device to school fully charged daily
- Parents/guardians and students should be aware that files and data stored on their device or the school network are not private and the school can ask to see their device at any time
- If the student leaves school prior to the end of the payments for the computer being finalised, they must complete these payments as part of the exiting process before we will transfer documents to your new school or provide you with academic transcripts

### Damage or Loss of Equipment:

- All devices are covered by a manufacturers warranty. The length of the warranty depends on the type of device, and is specified upon you receiving the device and is published on the school website. These warranties cover normal

use of the device and manufacturing defects. It does not cover negligence, abuse or malicious damage.

- Any problems, damage, loss or theft must be reported to the Learning Community Leaders immediately, and the appropriate Incident Report Forms completed and returned
- In the case of a suspected theft, the family must complete a police report and a copy of that report supplied to the school
- Students may be required to replace lost or damaged peripheral equipment, such as chargers
- If a device is lost or damaged, the Principal or their nominated representative will determine whether a replacement is appropriate and/or whether the student retains the privilege of being able to take the device home until it is fully paid for
- If a device is lost or damaged and is not covered by the manufacturer's warranty or/or the school's insurance arrangements, the Principal or their nominated representative

may determine that the student is required to pay the costs associated with repair or replacement

- students may also be held liable for payment of any costs associated with damage to loan devices that they use that are owned by the school, or desktops that are also used in classes, if said damage is found to be as a direct result of their negligible care

### Standards for the Device:

The student is responsible for:

- Adhering to the School's Digital Learning Community Agreement and Engagement Policy when using the device
- Backing up data securely on a regular basis
- maintaining settings for virus protection, spam and security, including the maintenance of passwords, email accounts and identification of the device and peripheral equipment in accordance with the school's guidelines
- the device must be kept in working order and any requests for repairs adhered to

## PART D: CONDITIONS OF USE OF PERSONALLY OWNED DEVICES (BYOD)

### Ownership:

- All devices that have not been purchased by the school must undertake a 'roadworthy' by the ICT Manager and a Principal class representative to ensure that the equipment meets the minimum acceptable standards. Any device that has not undertaken this 'roadworthy' will not be allowed to be used at school by any student
- Students should take their device home to assist with the continuation of learning and assist with homework tasks; devices should not be left in lockers overnight at school
- Students should bring their device to school fully charged daily
- Parents/guardians and students should be aware that files and data stored on their device or the school network are not private and the school can ask to see their device at any time. This applies to all devices that are brought to school for the purpose of learning, regardless of who retains ownership of the

device. When used at school, the device is for learning and students will be subject to the same rights and responsibilities of school owned devices

- If the student's device can no longer be used at school (due to it not working, being lost or suffering other circumstances that render it unable to be brought to school any longer), the family must notify the school who will provide a temporary loan device. It is the responsibility of the student and their parent/guardian to replace this device within ONE MONTH

### Damage or Loss of Equipment:

- All devices are to be covered by a manufacturers warranty and/or insured according to the wishes of the student and their parent/guardian. The school recommends a warranty that covers a two to three year period of time. These warranties cover normal use of the device and manufacturing defects. It does not cover negligence, abuse or malicious damage.

- Any problems, damage, loss or theft must be reported to the Learning Community Leaders immediately, and the appropriate Incident Report forms completed and returned
- In the case of a suspected theft, the family must complete a police report and a copy of that report supplied to the school
- The school is not responsible for following up warranty or insurance claims for personally owned devices
- Students may also be held liable for payment of any costs associated with damage to loan devices that they use that are owned by the school, or desktops that are also used in classes, if said damage is found to be as a direct result of their negligible care

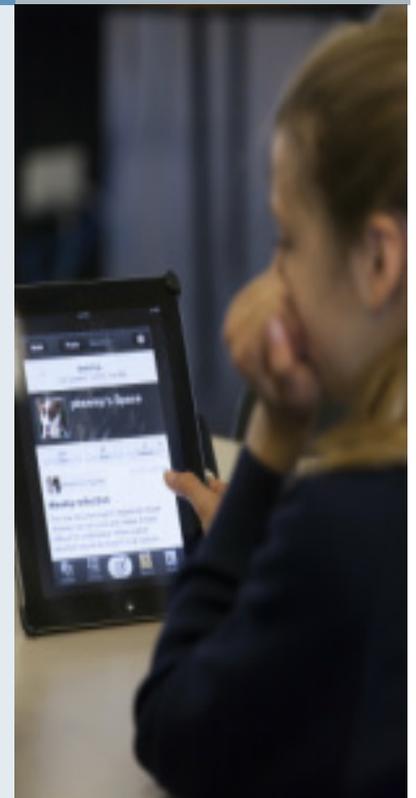
### Standards for the Device:

Please refer to section C. The same expectations apply for all students at the College.

## Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, iPads, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and the Online Portal
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Instagram, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Edmodo)
- Vod and podcasts



## PART E: STUDENT AGREEMENT

This acceptable use agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra -curricular activities.

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 that I will be subject to if I do not comply.

This agreement is signed upon my enrolment at the school, and I agree by signing this to adhere to the School's Digital Learning Community Agreement and all subsequent updates that are published on the School Website during my time at Surf Coast Secondary College.

Date:

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Student Name:

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Student Signature:

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Name of Parent/  
Guardian:

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Parent/Guardian  
Signature:

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