*Secondary*

College profile statement

At Manangatang P-12 College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School’s roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

* Have a **Student Wellbeing and Engagement Policy** that outlines our School’s values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
* Have programs in place to educate our students to be safe and responsible users of digital technologies
* Provide information about digital access issues such as online privacy, intellectual property and copyright;
* Supervise and support students using digital technologies for school-directed learning;
* Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  + See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)

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* Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
* Use online sites and digital tools that support students’ learning;
* Address issues or incidents that have the potential to impact on the wellbeing of our students;
* Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
* Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the [Department of Education & Training](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) and The Children’s eSafety Commission:
  + [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  + [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)

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### Student declaration

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 behavior;
* 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 downloading 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.

For breeches of the Acceptable Use Agreement students and staff can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

* Removal of network access privileges
* Removal of email privileges
* Removal of internet access privileges
* Removal of printing privileges
* Paying to replace damaged equipment
* Other consequences as outlined in the school’s discipline policy

BYOD (Bring Your Own Device) Student Use Agreement

Students must read and sign the BYOD Student Agreement in the company of a parent or guardian unless otherwise directed by the principal.

I understand and agree that I will abide by Manangatang P-12 College’s Digital Technologies Policy and the Acceptable Use Agreement and that:

* I will use the school’s internet services for learning
* I will only use the school internet service when at school.
* I will use my device during school activities with teacher permission
* I will use my own log-in details and will never share them with others
* I will stay safe by not giving my personal information to strangers
* I will not attach any school equipment to my mobile device without the permission of the teacher
* I will not hack or bypass any hardware and software security implemented by The Department or my school
* I will not use my own device to knowingly search for, link to, access or send anything that is offensive or inappropriate, threatening, abusive or considered to be bullying
* I will report inappropriate behaviour and inappropriate material to my teacher
* I understand that my activity on the internet is recorded and that these records may be used to review my actions
* I will leave my device in the designated secure space when it is not in use
* I acknowledge that the school cannot be held responsible for any damage to, or theft of my device
* I understand that I must bring the device to school fully charged every day
* I understand that technical support at school is limited to helping me access the school’s internet only
* I have reviewed the BYOD Device Requirements and my device meets the minimum outlined specifications
* It is my responsibility to back up my own data
* I understand that inappropriate use of my device may result in loss of device privileges and disciplinary action
* I acknowledge that any staff member has the right to inspect and confiscate devise if there are suspected violations of Manangatang P-12 College’s Digital Technologies Policy and this may result in the loss of network/device privileges
* I understand that staff may confiscate devise until appropriate actions have been taken to ensure student well-being and disciplinary procedures have been completed

**Signature:**

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 the school’s Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Level\_\_\_\_\_\_  
Parent/Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Public; 2022 Folders; Admin; Consent and Medical Forms