



DIOCESE OF BALLARAT CATHOLIC EDUCATION LIMITED



St Brigid's College
Horsham

Acceptable Use and Cyber safety Agreement - Students

St Brigid's College supports the rights of all members of the school community to be provided with and engage in a safe, inclusive, and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

The School:

- provides all students with digital technology for educational use.
- educates students to be safe and responsible users of digital technologies.
- raises students' awareness of issues such as online privacy, intellectual property, and copyright
- supervises and support students when using digital technologies within the classroom and establishes clear protocols and procedures when working in online spaces. This includes reviewing and considering the safety and appropriateness of online tools and communities.
- provides a filtered internet service but acknowledges that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in St Brigid's College's Behaviour Management Policy when students are not following school expectations in safe and responsible use of the internet and digital technology.
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority
- supports parents/guardians to understand safe and responsible use of digital technologies, potential issues, and the strategies that they can implement at home to support their child; by providing this Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (including computers, hand-held devices, camera, printers), and digital platforms (including Internet, networks, email, social media, apps, and software).

STUDENTS

General

- I will undertake to use the equipment correctly and ensure that no damage occurs (this includes creation, introduction, or spreading of viruses, physically abusing hardware, altering software settings, introducing foreign software etc.).
- I will always keep my access credentials (login codes and passwords) confidential, and I will not seek or use another student's password to access the school network or the Internet.
- I will only use school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes, and will not deliberately waste paper or other school resources.
- It is preferred that mobile phones and personal electronic device should not be brought to school. I understand that if I bring a phone or device, it must be kept locked in my student locker, which will be kept locked using the school-issued combination padlock.
- I must not use the mobile phone while at school, and should I do so, the phone may be confiscated and kept at the front office and not returned until the end of the day.

Network

- When at school, I will only use software approved by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately

Internet

- When at school, I will only access the Internet during class time or as directed by a staff member.
- I will only access websites as directed by my teacher, for I understand and acknowledge that the school has access to all logs of my home directory, Web browsing history, my use of computers and the internet.
- I will use the school's digital resources, specifically the Internet, for educational, communication and research purposes only.
- I will always respect the privacy and ownership of others' work and materials from web sites.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive, and I understand I must cite the address of any information I use from the Internet.
- It is my responsibility when considering downloading any material from the Internet and Email to check for copyright or licensing agreements. If there is any doubt it should not be copied.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The school's IT support team will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school Internet and Email for educational purposes and not for personal use, and especially not for financial or commercial gain.
- I will be responsible for any Internet or printing costs that exceed the school allocated amount
- I will report any failure or misuse of the Learning Technology equipment to staff.
- I acknowledge that the school accepts no responsibility or liability for the results of my actions regarding the use of the Internet or Email.

- I understand the access to the school’s digital resources is a privilege and not a right and, as such, can be withdrawn at the discretion of the St Brigid's College staff.
- I understand that if I have broken these rules, appropriate action will be taken.
- Appropriate action could include losing access to digital resources, and my parents will be notified. It could also lead to suspension from school and the Police may need to be informed if the violation is considered to have broken any law.

Cyberbullying

St Brigid’s College does not tolerate any form of ‘Bullying’. 'Cyberbullying' is no exception. The Staff of St Brigid’s College will ensure the safety of each student within the school community in accordance with the Child Safe Standards. If any staff member is made aware of any form of Cyberbullying, the Parents/Guardians of the students involved will be notified and a meeting will be requested to discuss the issue. Cyberbullying poses unique challenges because, while it is more likely to occur outside the school environment, staff may observe the impact on students during school hours. Staff continuously observe students and their peers and may identify changes in behaviour while at school. St Brigid’s College considers all incidents of Cyberbullying as important; it is an illegal act and can become a police matter.

Cyberbullying includes, but is not limited to:

- Sending or posting nasty or threatening messages which may be anonymous.
- Misusing personal information gained by pretending to be someone’s ‘friend’ to spread rumours, secrets and to gain power over others.
- Sending nasty or threatening messages or emails.
- Forwarding or posting offensive content including jokes, videos, images, recordings or sounds, that may embarrass, humiliate, frighten, or otherwise offend someone.
- Sending computer viruses.
- Accessing someone else’s account to forward personal emails or delete them.
- Constantly calling or texting a person and making derogatory and/or rude remarks and/or threatening and hostile remarks.
- Taking and sharing unflattering images with other mobiles or uploading onto the internet.
- Using text or voice chats to harass or scare someone.
- Sending a hostile attachment.
- ‘Ganging up’—a group deciding to pick on or exclude someone from a network.
- Persuading or threatening young people to act in inappropriate ways.
- Creating a fake profile to bully, harass or create trouble for a person.
- Accessing another person’s account details and using their page to post negative materials, send unpleasant messages or make private information public.

I understand what Cyberbullying is and the implications that may arise from participating in such acts. I will not take part in any such activities and if I am aware of any cases, I will advise my Parents/Guardians and the Staff of St Brigid’s College. I have read, understood and will abide by this Acceptable Use and Cyber Safety Agreement as a student of St Brigid’s College.

Student’s Name: _____

Signature: _____ **Class:** _____

Date: _____

PARENTS

- I have discussed this Acceptable Use and Cyber Safety Agreement with my child
- I will monitor my child’s technology use at home
- When engaging with the school using digital technology, I will not send any inappropriate texts or images
- I have read the School’s Digital Policy (available on website) and have also discussed the policy with my child
- I will not engage in unauthorised sites or post confidential or embarrassing information or images about a member of the school community
- I understand that I must not take and/or post photos of a school event that include children for whom I am not a parent or guardian, without permission from the child/children’s parent.
- I understand that if I do not adhere to the school policy it may lead to suspension or termination of my access to the school’s technology facilities and internet. Police will be informed if the violation may have broken any law.

I/We acknowledge and agree that the School (which for the purpose of this Agreement includes its employees and agents whether teachers or not) shall not be responsible or liable in any way for any loss or damage caused by the student use of computers, other digital resources, the Internet and email at the school. I/We agree to indemnify the school in relation to any claim arising from the student's use of the Internet. We also confirm our understanding of and acknowledge our responsibilities in relation this Agreement as described above.

We have read, understood and agree to comply with the terms and conditions contained within this **Acceptable Use and Cyber Safety Agreement** as varied from time to time. We acknowledge that any changes will be published on the College’s intranet and/or public website, and/or school newsletter.

1. Parent/Guardian’s name: _____

Signature: _____ Date: _____

2. Parent/Guardian’s name: _____

Signature: _____ Date: _____