



LILYDALE
HIGH SCHOOL

EXCELLENCE IN LEARNING, RESILIENCE IN LIFE, THRIVING IN COMMUNITY.



Help for non-English speakers

If you need help to understand the information in this policy, please contact Lilydale High School on 03 9735 5644.

DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

At Lilydale High School we support 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.

At our school, we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online 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 and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces
- 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 including those reported through online services
- know that some online activities are illegal and as such, we are required to report these to the appropriate authority
- support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child

The Acceptable Use Agreement outlines the responsibilities of all parties in relation to digital tools and online usage. Parents wishing further information may visit both the Department of Education and Training and Cybersmart:

- [Bullying and cyberbullying interactive learning modules](#)
- [Online safety: a guide for parents and carers](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)

SCHOOL IT SUPPORT

Support **will be** provided for:

- Connecting the device to the school network, internet, printers and other digital technologies
- Set-up and management of school, student email and Google accounts
- All school-based software and associated issues with school applications

Support **will not be** provided for:

- Connecting to home networks, internet, printers, or other devices
- Personal email accounts and settings
- Hardware issues relating to personal devices

STUDENT DECLARATION

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respect others and communicate with them in a supportive manner; never writing or participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protect my privacy; not give out personal details including my full name, telephone number, address, passwords and images
- Protect the privacy of others; never post or forward their personal details or images without their consent
- Talk to a teacher or trusted adult if I personally feel uncomfortable or unsafe online
- Talk to a teacher or trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully consider the content that I upload or post online, knowing that this is a personal reflection of who I am and what people think of me
- Investigate the terms and conditions of use (e.g., age restrictions, parental consent requirements) and if my understanding is unclear, seek further explanation from a trusted adult
- Confirm that I meet the stated terms and conditions, and complete the required registration process
- Handle ICT devices with care and notify a teacher of any damage or required attention
- Abide by copyright and intellectual property regulations; request permission to use images, text, audio, and video and cite references where necessary
- Not access any unauthorised programs during school hours including games and streaming services
- Not interfere with network systems and security, the data of another user or attempt to log into the network with a username and password of another user

In addition, when I use digital technology I agree to be safe, responsible and ethical at all times by:

- Keep devices on silent during class times
- Keep my mobile phone locked in my locker in accordance with the Department of Education's [mobile phones in schools](#) policy. Personal mobile phones and other personal mobile devices **must not** be used at Lilydale High School during school hours (including lunchtime and recess), unless an exemption has been granted
 - Where an exemption has been granted, the student must use their mobile phone for which the exemption was granted, and in a safe, ethical and responsible manner
- Respect the privacy of others; only take photos or record sound and vision when others are aware and formal consent has been provided as part of an approved lesson
- Respect others and communicate with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding messages
- Obtain 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

I am responsible for:

- Bringing my device to school with the battery fully charged every day

- Ensuring that my device is stored securely in my locker when not being used
- Carrying my device in an appropriate protective bag/case when not in use
- In class my device will be used at the discretion of the classroom teacher – the teacher will determine when and how it is to be used
- If I leave the device at home, I am responsible for completing all work to the best of my ability as if a device was present
- Parents/carers and I must sign the Acceptable Use Agreement in relation to the use of digital tools and online usage
- Adhering to this Acceptable Use Agreement when using the device both at home and at school, including during lunchtime or when outside of the classroom

ACKNOWLEDGEMENT

This Acceptable Use Agreement applies to all digital technologies and environments, including but not limited to:

- School-owned ICT devices (e.g., desktops, laptops, printers and scanners)
- Mobile phones and student-owned devices
- Email and instant messaging
- Internet and intranet
- Social networking sites (e.g., Facebook)
- Video and photo sharing websites (e.g., YouTube)
- Blogs or microblogs (e.g., Twitter)
- Forums, discussion boards and groups (e.g., Google groups)
- Wikis (e.g., Wikipedia)
- Vod and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extracurricular activities, and at home for any activities associated with Lilydale High School, its staff or students.