KDC ACCEPTABLE USE AGREEMENT

Internet and Digital Technologies

Keilor Downs College believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century learners spend an increasing amounts of time online, learning and collaborating. To gain the greatest benefit from the learning opportunities provided through an online environment, students must act in a cyber-safe manner, be respectful others and themselves.

As an **eSmart** accredited school, safe and responsible behaviour is explicitly taught at our school and parents/carers are asked to reinforce this behaviour at home.

Illegal online activities will not be tolerated and as such will be reported to the police.

> *The acceptable use agreement must be agreed to by parents/guardians through <u>Compass</u>.*

Part A - School support for the safe and responsible use of digital technologies

Keilor Downs College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Keilor Downs College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a Cyber safety program at the school which is reinforced across the school
- use mobile digital technologies for educational purposes
- provide support to parents/carers to understand this agreement (e.g. language support)
- work with students to outline and reinforce expected positive behaviours.

Using Social Media

Social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing websites (e.g. Flickr, Youtube)
- Blogs, including corporate blogs and personal blogsMicro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
  Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- Email and instant messaging
- All other emerging electronic/digital communication applications.

At Keilor Downs College, there may be times when social media may be referenced and utilised as part of a teacher-approved learning activity. As digital communication and learning evolves, teachers may refer to social media tools to engage students into the relevant curriculum.

As with using other online media applications in teaching and learning, the highest consideration for the safety and privacy of teachers and students is exercised. To ensure the safe use of social media in relevant curriculum, teachers carefully plan their use of the platform and explicitly facilitate responsible and ethical behaviour.

<u>Part B</u> - Student Agreement

When I use a desktop computer, school managed device (SMD) or my own device (BYOD), I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use online networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- 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 the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- bring my device to school fully charged and ready for use in each class, when required.
- The device will only be used for educational purposes when connected to and using College services.

- In the case where a student chooses a BYOD option, technical support will only be provided to enable connectivity to the College network via the BYOD Gateway, for access to student files required for class, internet and printing services.
- It is the responsibility of the student to back up data on the private laptop regularly (eg. to OneDrive, external hard drive or USB)
- Keilor Downs College reserves the right to restrict access and use of any private laptop used on the College campus, whether it is connected to the College network or not. Access to the College network and permission to use the private laptop on College grounds will be withdrawn as a consequence of any inappropriate use and/or security breach.

When I use my mobile phone, I agree to:

- only use my mobile for teacher-approved learning activities
- protect the privacy of others and never post or forward private information (including photos) about another person using Short Message Service (SMS), email or online media
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved **before** taking photos, recording sound or capturing video (including teachers)
- seek (written) permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online media
- be respectful of the privacy and safety of others in the school community

When I use my Office 365, Edmodo, Mathspace and other online apps, including Social Media, I agree to:

- only use these apps for teacher-approved learning activities
- only use social media apps for appropriate, teacher-approved learning activities
- protect the privacy of others and never post or forward private information (including photos) email or online media

- maintain my own login and passwords, including security of my login and passwords
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved **before** taking photos, recording sound or capturing video (including teachers)
- only share information which have direct relevance to learning activities
- be respectful of the privacy and safety of others in the school community
- always communicate respectfully with teachers, aides and classmates.

This Acceptable Use Agreement also applies during school excursions, incursions, camps and extra-curricular activities.

Improper Use and/or Access of Network and Internet at the College

Any student found to in breach of the Acceptable Use Agreement outlined will face consequences of improper use and access of Internet technologies.

Consequences include – the removal of network access privileges; removal of internet access privileges; removal of printing privileges; and any other consequences resulting from the breach of the KDC School Wide Positive Behaviours (i.e. suspension from school).

Students with School Managed Devices (SMD) or Bringing their Own Device (BYOD)

Option 1 – School Managed Device (SMD)

- The school managed device program helps to provide a more standardized approach to the implementation of technology with the College and is KDC's preferred option. Apart from parents arranging purchase and payment arrangements with our designated supplier (Edunet), all other aspects of this program will be organized and maintained by the school.

- After working with a number of educational device providers, Keilor Downs College selected the Lenovo Yoga 11e as its mainstay machine. This device provides a balance of performance, reliability and service at a reasonable price. In 2017, we will also be offering the Lenovo Miix 510 as a higher end machine as a second option. The Miix 510 has a detachable keyboard and active pen providing a point of difference for students at competitive price point.

- These devices are bought directly from Edunet through an online portal specifically for KDC. You can buy them outright or use 12-month interest free arrangements through Zip Money. Parents can also, of course, make their own private finance agreement and purchase the device from Edunet. They will also set up an arrangement from NILS (No Interest Loan Scheme) for eligible families which is a partnership between NAB and Brotherhood of St. Lawrence. Payment for the device and warranty are compulsory but the case and insurance are optional but highly recommended and cover accidental damage and theft.

- Once purchased all servicing, insurance claims and technical support such as imaging, updating security and software etc. will be done through the technicians at KDC. These devices will have the full Edustar suite of software as well as any other software owned by KDC.

Option 2 – Bring Your Own Device

- The BYOD program allows students to bring their own computer from home. It is not managed in any way by the school. Students will be required to download a modified image for themselves. They will have access to DET software, such as Microsoft Office through an online **Software Centre**.

- **Anti-virus** and **security** software *must be provided and managed by the student*. Access to our school network will be provided.

- The **recommended BYOD requirements (laptop specifications)** are listed below

  - **4Gb RAM minimum**
  - **128 Gb Hard drive or 128Gb SSD minimum; 512Gb recommended (if using a large number of audio/video files an external hard drive is advisable)**
  - **1 usb port**
  - **Wi-Fi 802.11a/b/g/n compatible (wireless network connectivity)**
  - **Integrated speakers and microphone with headphone ports (standard in laptops)**
  - **Full size keyboard and track/touchpad (mouse)**
  - **6 cell (6 hour) battery– ensure battery is minimum 6 hour**
  - **Hard or protective shell laptop case to suit model.**

- It must be made clear that **students will not have access to our school technicians for repairs, breakages, software issues, updates and downloads**. Parents will be required to organise any repairs or insurance issues themselves.

Damage or loss of equipment

- Parents are responsible for making sure the *device is covered under warranty and/or their insurance, in the event the device is lost or damaged* to ensure student learning is not interrupted.
- The *school must be notified if the device is damaged or lost* so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

Students are responsible for:

- bringing **portable devices fully–charged to school every day**
- ensuring the **device has appropriate virus protection**
- **backing up data securely**
- carrying their **device in an appropriate protective case** at all times
- adhering to this **Acceptable Use Agreement** when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Expectations of Keilor Downs College Students

At KDC, we promote school-wide positive behaviours and have developed a set of expectations of KDC students in a variety of settings and situations. These expectations are based on three rules:

- **Fair Learning** – working to your full potential and allowing others to work to theirs
- **Fair Treatment** – understanding the rights of all
- **Safe and Secure** – use of sensible behaviour inside and outside the classroom

We do not consider positive behaviour with digital technologies (cyber-behaviour) as an additional expectation but as a natural part of our existing framework for school-wide positive behaviour. The following table details how positive cyber-behaviour can be shown.

KDC – Positive Cyber-Behaviour Expectations of Students		
Fair Learning	**Fair Treatment**	**Safe and Secure**
- Set high standards for learning by using your device as a tool for learning while you are at school. - Always come to class prepared with everything you need – device battery should be fully charged at home - Follow the teacher's instructions particularly relating to "close" and "open" instructions with devices.	- Respect and do not interfere with other people's device - Consider others and respect their privacy when using technology - Promote positive online behaviour through using your device for the purpose intended - Support others' online safety by reporting any inappropriate use or behaviour to a teacher	- Keep device secure at all times – locked in lockers outside of class time or under your direct supervision. - Always treat your device with care, particularly when opening and closing and transporting it to, from and around the school - Protect your personal information by keeping your password secure.

In this agreement, the student undertakes to display the above positive behaviours.

The acceptable use agreement must be agreed to by parents/guardians through Compass.

Teacher/Staff FAQs about School Managed & Bring Your Own Device use in the Classroom

1. Is the student responsible for bringing their laptop device to all timetabled classes?

- *Yes, each student is responsible for bringing their laptop to all timetabled classes.*
- *In the case of practical subjects like PE, Teachers should inform their class which period they are most likely to use their laptops.*

2. Should students have their laptop device at school every day?

- *Yes, you should remind students to bring their laptops to school fully charged every day.*
- *Teach students to get into the **habit of charging their laptop every night ready for the next day**.*

3. What can I do to help my students remember to bring their laptop device to my classes?

- *At the **beginning of each year/semester/term set the expectation for your students to bring their laptop to every lesson** unless you say otherwise. Tell students why they will need the laptop for your class/es.*
- *Tell students **their laptop is just as important as their exercise books, pens and textbooks.***
- *Include an ICT task weekly, even if it's only checking Compass Learning Tasks or Edmodo.*
- *Use positive reinforcement for students to come prepared with their laptop in class: **reward students with a success pass** or your class until it becomes their habit.*
- *Always model reasonable and appropriate use of your own laptop to your class. Tell your students how you use your laptop to prepare and gather resources for your lessons.*

4. What should I do if a student tells me that their family cannot afford a laptop device?

- *Ask the student if they've had a laptop for school before to establish if the issue is short or longer term.*
- *Check the **student's profile on Compass for any information regarding welfare/financial** difficulties.*
- ***See the student's House for further information** to assist in establishing the need for a temporary loan of a school laptop (depending on availability) or financial support for purchase of a laptop through the NILS (No Interest Loan Scheme) operated through NAB and the Brotherhood of St Lawrence.*

5. What should I do if a student's laptop device is being repaired and is he/she is without a laptop to use at school?

- *Ask the student how long they think they will be without a laptop at school and regularly check-in with the student about the progress of the repairs etc.*
- *Make necessary arrangements before the lesson to print worksheets/quizzes etc. and buddy the student up with another student with a laptop in class.*

- *Apply teacher discretion when students request to use their smartphone to access and participate in online tasks during a lesson. **A smartphone is NOT a substitute for a laptop device**. Make this very clear to your students.*

6. How should I deal with students who regularly forget their laptop device at home?

- *Positive reinforcement works best in ensuring your students come to your class prepared with all their materials, including their laptop device. **Set your classroom expectations early and remind students when necessary. Refer to the SWPB Fair Learning expectation**.*
- *Treat this as just like any other classroom management issue:*
  - *First instance: Issue a verbal warning*
  - *Second instance: A written Compass Chronicle Entry post, contact home, possibly a lunch time detention*
  - *Third instance: A written Compass Chronicle Entry post, contact home, possibly another detention and seek House support.*

- *Keep a record of students who are regularly without their laptop in class and check in with any other subject teachers to establish a pattern of behavior.*

7. Can I let students use their laptop charger in the classroom? Why or why not?

- *Apply **teacher discretion** when students request to plug their laptop in for charging during a lesson.*
  - *Some students will use their laptops more than others depending on which subjects they have timetabled during the school day. Some computer apps may use more battery life than others (eg. Adobe Photoshop etc.)*
- *Consider the **time of day** and **classroom** your lesson is in and the availability of power sources.*
  - *Periods 5 & 6 lessons are typically when students ask to plug in their laptop*
  - *If you do allow a student to plug in, consider safety in the classroom, particularly in avoiding tripping hazards etc.*
  - *Most laptop batteries can have a quick charge for 15 mins to last for the remainder of a double lesson.*
- *Make it clear to students that it is **their responsibility to bring their laptop charged to school** and that **some classrooms are not equipped for laptops to be charged safely**.*

8. Why should I actively supervise my students' use of their laptop device when they're in my classroom?

- *All students/families agree to **the KDC Student Acceptable Use of Internet & Digital Technologies** policy when a student laptop device (SMD or BYOD) are connected to the school network (see policy above).*
- *As part of your teaching and student learning in the classroom, you are responsible for student's effective use of the Internet (school network) and must monitor their safe use as per the expectations in the Acceptable Use policy.*
- *Allowing access to filtered websites like YouTube through our filtering system MyNet still means that you should monitor your students' use and take note of the **MyNet Sonar***

report (emailed directly to you) at the end of Bypass Code session.

9. What should I do if I become aware that a student is not using his/her laptop in a safe manner, or their behavior on their device does not adhere to the *KDC 3 Positive Cyber Behaviour Expectations***?**

- *In the event a student behaves inappropriately or commits an unsafe act online, you should speak to the student directly and depending on the severity of his/her actions online, contact their House.*
- *Contact home to inform parents/guardians of their child's online activities if you are concerned of other underlying issues.*
- *As always, model reasonable and appropriate use of your own laptop to your class.*

Smartphone Devices in the Classroom

1. Are students allowed to have their mobile phones in the classroom?

- *Ideally, students will keep their mobiles in their lockers, however most don't.*
- *If a student brings their mobile to your lesson, remind them of what's expected:*
  - ***"out of sight in bag, not in pockets or desks"***
- *Some teachers choose to collect mobiles during a lesson, however this is not necessary.*
- *As always, model reasonable and appropriate use of your own mobile to your class. Tell your students if you are marking the roll on your own mobile in class.*

2. Are students allowed to charge their mobile phone in a class?

- *No, students should not be allowed to charge their mobiles during a class as mobile phones are not part of the School Managed/Bring Your Own Device program*
- *If a student asks why they are not allowed, say that* ***"a mobile is not a necessary tool for learning in the classroom"****.*
- *Avoid entering into a debate by setting clear expectations in your classroom.*

3. Can I allow a student to use their mobile phone in class?

- ***Apply teacher discretion*** *when students request to use their smartphone to access and participate in online tasks during a lesson.* ***A smartphone is NOT a substitute for a laptop device****. Make this very clear to your students.*

4. What can I do to minimize potential mobile phone distraction in the classroom?

- *At the* ***beginning of each year/semester/term set the expectation that mobile phones are not necessary to participate in the classroom***
- *Tell students their laptop is just as important as their exercise books, pens and textbooks.*
- *Include an ICT task weekly, even if it's only checking Compass Learning Tasks or Edmodo.*
- *Use positive reinforcement for students to come prepared with their laptop in class:* ***reward students with a success pass*** *or your class until it becomes their habit. Refer to the SWPB Fair Learning expectation.*

- *Again, model reasonable and appropriate use of your own mobile to your class.*

5. What should I do if a student uses their mobile phone for something I didn't approve during a lesson?

- *Treat this as just like any other classroom management issue:*
  - *Start the lesson with "phones away, out of sight in bag, not in pockets or desks"*
  - *Issue a verbal warning and tell student to put the mobile away "out of sight in bag, not in pockets or desks"*
  - *if you have noticed a pattern of behaviour, record a 'misbehaviour' incident on Compass and contact home.*
- *If the behavior continues without improvement, consider re-setting your classroom expectations by addressing the issue as a class and refer to the SWPB Fair Treatment expectation. See the House if you need support.*
- *Try to stay consistent with your classroom expectations, keep it positive but have consistent consequences when you need them.*

6. Is it ever necessary to take a mobile off a student in my lesson?

- *You can avoid having to confiscate mobiles from your students if you establish your classroom expectations early and remind your students regularly of expectations and consequences.*
- *Although discretionary, a few teachers make the point of collecting students' mobiles at the beginning of each lesson to avoid any potential use*
- *In the first instance of unapproved use of a mobile: correct the behavior by telling them to **"phones away, out of sight in bag, not in pockets or desks"***
- *In the second instance, use teacher discretion to whether or not you confiscate the mobile. Be consistent.*
  - *If you choose to confiscate, you must make it clear to the student that their mobile will be returned to them at the end of the day through the front office.*
  - *Confiscation will warrant immediate follow up with the student's House and their parents.*

Keilor Downs College
MELBOURNE, AUSTRALIA

Teacher **sets clasroom expectations**:

Fair Learning: Bring correct materials, including **charged laptop** device to lessons

Student does not bring laptop to lesson **(1st instance)**

Student regularly "forgets" to bring laptop to lesson **(2nd, 3rd, 4th... instance)**

Teacher action: Issue a verbal warning

Teacher Action: A written Compass Chronicle Entry post, contact home, possibly a lunch time detention

Teacher Action: A written Compass Chronicle Entry post, contact home, possibly another detention and seek House support.

Teacher **reminds or resets classroom expectations** with class, using positive rewards:

*success passes

*engaging online activities