KDC STUDENT ACCEPTABLE USE AGREEMENT

Internet and Digital Technologies

Keilor Downs College believes the teaching of cybersafety 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 amount 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 Compass.

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 between users. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, Twitter, Instagram, LinkedIn, Myspace)
- Video and photo sharing websites (e.g. Flickr, Youtube)
- Blogs, including corporate blogs and personal blogs Micro-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, in line with current Australian law.

Part B - 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 use my school email account to sign into websites and apps.
- not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- not reveal my password to anyone
- not upload photos or images of my classmates or staff members, including to generative AI programs

- Not to use generative AI to create images with the likeness of my classmates or school staff members
- not to use a VPN
- not bring or download unauthorized 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 Mobile Device Management Portal for access to student files & software required for class, internet and printing services. **BYOD Intune devices will be managed with limited software support and no hardware support.**
- 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 a KDC Learning Management System (LMS) like Compass, Office 365, Edmodo, Mathspace and other online apps, including Social Media, I agree to:

- only use these apps for teacher-approved learning activities
- where permitted 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/videos) 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)
- respect the privacy of my classmates and teachers if I am part of a virtual video conference, and not share recordings of video conferences with others
- 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 **virtual remote learning periods**, school excursions, incursions, camps and extra-curricular activities.*

Improper Use and/or Access of LMS, 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 suspension of of LMS and 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 500W as its mainstay machine. This device provides a balance of performance, reliability and service at a reasonable price. We also offer a range of other devices at various entry points based on price and specifications.
- 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 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 education warranty are compulsory.
- Once purchased ***all servicing, and technical support such as imaging, updating security and software etc. will be done through the technicians at KDC. These devices will have Mobile Device Management software installed to distribute applications to the device.***
- **Damage claims and insurance claims will require parent input.**

Option 2 – Bring Your Own Device

- The BYOD program allows students to bring their own computer from home. By bringing your device to school, you agree to have it managed by KDC Technicians. Students will have access to DET software, such as Microsoft Office through an online **Company Portal**. Essential software and network policies will be automatically installed.
- **Please note** that KDC's infrastructure best supports machines that run on a Windows based environment. ***Chromebooks, iPads and Android tablets are unable to be connected. Macbooks*** are not fully supported, will have reduced functionality and may not be able to access certain apps.
- The **recommended minimum BYOD requirements (laptop specifications)** are listed below

- **updated version of Windows 11(PC) or macOS 15 (Mac)** ***Please note: Windows 11 S-mode, Chromebooks, iPads and Android devices are not supported by the school***
- **Intel or AMD CPU.** (ARM & Snapdragon not supported.)
- **8GB RAM minimum**
- **256+Gb hard drive or SSD**
- **1 USB port**
- **Wi-Fi 802.11a/b/g/n compatible** (wireless network connectivity)
- **Full size keyboard and touchpad**
- **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 with BYODs will not have full access to our school technicians for repairs, breakages, software issues, updates and downloads**. Parents will be required to organize any repairs or insurance issues themselves.

Mobile Device Management

- Devices will have the school's Mobile Device Management profile installed. This allows the school to distribute software to student devices.
- A form must be filled out to provide to technicians for the first time setup of the device.
- MacOS devices will be wiped as a part of Mobile Device Management Enrolment.

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 **standard Windows or Mac antivirus is enabled** on the device
- ensuring the device is free of malware and other malicious viruses
- **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:

- **Positive Learning** – working to your full potential and allowing others to work to theirs
- **Positive Treatment** – understanding the rights of all
- **Positive Practices** – 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		
Positive Learning	**Positive Treatment**	**Positive Practices**
• 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	• Use the school network/WIFI while at school and not VPNs • 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.