KDC DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

Please fill out this form to provide to technicians for the first time setup.

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).

I agree that my device will be enrolled in the Keilor Downs College IT Management System. My device will be managed and have applications and policy deployed by Keilor Downs College.

I agree that if my device is a Macbook, that my device will be wiped as part of device enrollment at Keilor Downs College.

Student Name:
Laptop Username:
Laptop Password:
Laptop Serial Number:

Student Signature:
Date:
Parent Signature:
Date: