

# Rowville Secondary College

## Acceptable Use Agreement

### Applies when using any ICT device at Rowville Secondary College

Rowville Secondary College ICT facilities exist to provide access to educational resources. All users are expected to use common sense and decency with regard to all ICT facilities. This Agreement covers any device, College owned or personal, when used at school. In addition to having a signed Acceptable Use Agreement through the School, all users will have to comply with the Acceptable Use Policy for DEECD Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws. The Acceptable Use Policy for DEECD is available at

<http://www.education.vic.gov.au/aup>

In order to comply with the Rowville Secondary College Acceptable Use Agreement, you must comply with the following responsibilities and restrictions. Infringement will mean cancellation of network privileges for a period of time and additional disciplinary action may also be taken.

### I acknowledge and assume responsibility for

- using the device in accordance with school rules, policies and procedures as well as expected standards.
- being a safe, responsible and ethical user at all times.
- all digital content stored on my device.
- using the internet for educational purposes and the equipment properly.
- accepting the terms and conditions of websites and online communities.
- ensuring the safety of my device at all time (including recess and lunch).
- ensuring the protection of my device at all time (including recess and lunch).
- abiding by copyright procedures when using content on websites (asking permission to use images, text, audio and video and cite references where necessary).
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- any consequences that arise from my use of technology.
- having my device fully charged while at School.

### I understand that

- I may be instructed to delete applications or software if I use them inappropriately while at school or in class.
- I am not permitted to have content on my device that is inappropriate for school.
- I will ensure there is always space on my device for the storage of school-related files.
- Teachers may remove my device if I use it inappropriately during class.

# Rowville Secondary College

## Acceptable Use Agreement (Con't)

### I will

- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.
- use social networking sites for educational purposes and only as directed by teachers.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- protect the privacy of others and never post or forward private information about another person.
- 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 videoing them (including teachers).
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- 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).
- think critically about other users' intellectual property and how I use content posted on the internet.
- have all the required and recommended applications before they are required in class.
- keep any device on silent during class times and only make or answer calls and messages outside of lesson times - except for approved learning purposes.
- safely store my device in my locker outside of class time.
- always use a protective carry case for storing the device in my bag or carrying it between classes.
- always use a cover for my iPad.

### I will 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, this includes telling anyone else your password or allowing them to access your account.
- reveal or share my password to anyone except the system administrator or the teacher.
- bring or download unauthorised programs, including games, to the school or run them on school computers.
- bring, store, transfer, download or display offensive or inappropriate material at school.
- Interfere with others' use of technology.
- be able to charge my device in class or at school.
- use my device at recess and lunch.

This Acceptable Use Agreement also applies during school excursions, camps and extra- curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly and ethically.

**Rowville Secondary College**  
**Acceptable Use Agreement**  
**(Please sign and return)**

**Student and Parent/Guardian Acknowledgement**

I acknowledge that I have read the Rowville Secondary College Acceptable Use Agreement and hereby agree to its terms and conditions. I have read, understood and agree to abide by the attached **iPad Protocol/Laptop Protocol** document and the information provided in the **1-to-1 iPad Booklet (if applicable)**.

I understand that if I violate any policy or portion thereof,  
I will be subject to disciplinary action at the discretion of the School administration.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms and Conditions you accept as a Rowville Secondary College parent/guardian**

**I understand that**

- I am responsible for monitoring my child’s use of technology outside of Rowville Secondary College.
- I am responsible for whatever my child does on any device that he/she might carry to school.
- This agreement may be subject to review.

I have discussed the terms of this Agreement and the rules with my child. I hereby request that my child be allowed access to the Rowville Secondary College ICT facilities.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_