Student Computer and Mobile Phone Use Agreement

1. Digital Technology at VUSC

1.1 Our commitment to the responsible use of digital technology

At VUSC we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

1.2 What we do

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • Our **Mobile Phones – Student Use Policy** outlines our school's expectations relating to students using mobile phones at school and off campus events. • We have clear and appropriate consequences when students breach these expectations.
	We teach appropriate conduct • We teach our students to be safe, intentional and responsible users of digital technologies, including instruction on important digital issues such as cybersafety and cyberbullying.
	We partner with families • We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	We provide access to technology • We provide access to educational software for students to use. • We create student email accounts which are non-identifiable.
	We supervise digital learning • We supervise students using digital technologies in the classroom, consistent with our duty of care. • We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students • We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. • We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents • We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. • We refer suspected illegal online acts to the police.

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1.3 How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	Establish clear routines
	• Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:
	   o Requiring devices to be used in a common area, such as a living room or study area
	   o Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.

	Restrict inappropriate content • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	Talk about online safety • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. • Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	Model responsible and balanced technology use • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us • Let your child's teacher know about concerns you have regarding their technology use. • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides advice for parents, and outlines available counselling and support services.

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1.4 For students - what we expect

Below are our expectations of students at VUSC when using digital technologies.

Be safe	**At VUSC, we protect personal information and keep safe online.** We do this by: • Not sharing our password or using someone else's username or password. • Logging out of our devices when they are not in use. • Restricting the personal information we post online, including images and videos.
Be respectful	**At VUSC, we are kind and show respect to others when using technology.** We do this by: • Acting with kindness and never bullying or impersonating others online. • Thinking about how our words might make others feel before we say or write them. • Only taking photos or recordings of others when they are aware and have given us permission to do so. • Seeking permission before sharing others' information online. • Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
Be responsible	**At VUSC, we are honest, handle technology with care and follow the school rules.** We do this by: • Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own. • Following the terms and conditions of any digital tool we use. • Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools. • Turning off and securely storing our mobile phone during school hours.
Ask for help	**At VUSC, we ask for help if we feel unsure or see something inappropriate.** We do this by talking to a teacher or a trusted adult if: • We feel uncomfortable or unsafe. • We see others participating in unsafe, inappropriate, or hurtful online behaviour. • We notice any damage to school technologies. • We need help understanding about a digital tool or how it can be used.

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Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides information for young people, and outlines available counselling and support services.

1.5 Computers for Students / Bring Your Own Device program

VUSC operates the Computers for Students (C4S) program which includes a Bring Your Own Device (BYOD) program. This program provides technology and current ICT resources for students' own computer that they take with them to all classes and then home to complete their work and to further their studies. The College may also provide students with access to subject specific equipment, which may include desktop computers, laptops and peripherals. Access to learning technologies such as networked computers, the internet and email communication offer wonderful learning opportunities for our students.

All students are required to bring their own laptop or notebook for use at school. The College has negotiated an agreement with **Learning With Technologies (LWT)** to supply a range of devices to students. The prices we have negotiated ensure very good value to families as they include all programs and Department of Education software as required by the College. The purchase of these computers, along with various attachments, payment methods, warranty upgrades and insurance options can be made through the **VUSC LWT** portal.

Operating systems must be up to date. Any system no longer supported by their manufacturer will not be allowed at VUSC.

- Microsoft Windows 10/11 22H2 or later;
- Apple MacOS 12 "Monterey" or later;
- iPad with iPadOS 16.0 or later, with a physical keyboard.
- Chromebooks and Android Tablets are NOT currently considered fit for purpose.

Virus Protection should be kept up to date. The school can install virus software for Microsoft and Apple systems at no cost to the students.

The school cannot and will not be responsible for loss, repairs and maintenance to staff and student owned devices. The school does not have insurance that covers personal equipment and will not be responsible for its loss. Parents are invited to seek their own advice on personal device insurance.

The school will not be responsible for any loss of data occurring at the school or outside the school. Students are always advised to back up important data on external locations such as USB or Cloud.
Staff and students are able to use OneDrive as part of their access to the Office365 platform.

BYOD (Bring Your own Device) devices may be used for educational purposes at school, under the following conditions:

1. Parents/carers and students must agree to, and sign this Agreement upon enrolment. Each year thereafter, students and their parent/carer must sign this Agreement in the student planner at the beginning of each year.

2. Any attempt to use devices to bully, harass, pester, ridicule or denigrate community members will not be tolerated.

3. The school network will not be used for any other purpose than educational. The downloading of movies and music for personal use will not be tolerated.

Students, parents and carers who would like more information or assistance regarding our BYOD or C4S programs are encouraged to contact their campus office and ask to speak to the IT Team.

2. Acceptable Use Policy

All students will receive a personal school account with a password providing them with access to the College's computer network, internet, printing, school email service, Compass and other services. However, with such access comes important responsibilities. The equipment is very valuable and must only be used in appropriate ways.

The following rules apply to all students so as to protect and enhance the safety of students and the integrity of school IT infrastructure:

1. The College computer network is to be used only for legitimate educational purposes. It should be noted that student accounts are not private and authorised staff may access accounts to monitor, view and delete inappropriate files.

2. Students must not share their accounts. They must not use anyone else's account, allow anyone else to use their account or share their password with others. Any activity on a student's account will be attributed to them and they will be held responsible for it.

3. Downloading, distributing and/or storing obscene or illegal material is forbidden. Students who encounter such material must report the matter to a teacher immediately. Students must accept full responsibility for all material associated with their account and for any data transferred over the network using their account.

4. Each student is responsible for the condition of their own computer and school workstations when they use them. Any damage, missing parts, computer malfunction, or evidence of these rules being broken, must be reported to a teacher at the beginning of the work session. Parents/guardians will be asked to pay for any damage to school equipment perpetrated by their child.

5. Students are required to pay for excessive usage of printing credits once their allowance has been used up. Payments and top ups may be done at the Compass kiosk at the general office.

6. The network must not be used in any way that disrupts other users.

7. At school students are forbidden to, unless with direct teacher approval, download large graphic files, sound or video files and games.

8. Students are never allowed to:
   - Plagiarise someone else's work;
   - Use unapproved social media networks or sites;
   - Use a personal hotspot to access unapproved websites or apps;
   - Install or use Virtual Private Network (VPN) Software;
   - Use unapproved chat/messenger programs;
   - Create, place or spread a virus or malware on the network;
   - Make copies of copyright protected material;
   - Use a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.

9. Students are not permitted to send digital communications that:
   - Do not meet the College's expectations;
   - Could be considered offensive in any way, eg. racist, sexist, obscene, inflammatory or defamatory;
   - Provide personal information which others may use inappropriately;
   - Provide any other person's email address, home address or phone number.

If any of the above rules are broken by a student, the following consequences apply:
- Removal of access rights to the network, email or internet for a period of time, depending on the nature of the breach;
- Other action at the discretion of the College as deemed appropriate.

Note that the College is not responsible for any disadvantage incurred by a student as a result of the removal of network access rights because of a breach of this agreement. Students should keep copies of important files off-campus.

Student's Personal Computers, Mobile Phones and Earphones/Headphones

- As per the VUSC Mobile Phones – Student Use Policy, students who bring their mobile phone to school must have it switched off during school hours and stored in their locker. Some exceptions apply for students when attending excursions, camps and other school events. Students will be informed ahead of time if such an exception will be made. Please refer to the Mobile Phones – Student Use Policy for more information. Unauthorised use of a mobile phone will lead to it being confiscated for the remainder of the day and disciplinary consequences may apply.

- Earphones should not be seen or accessed/used from the first bell to the last bell of the day, unless with permission from a staff member. Students must use earphones on their computer rather than their mobile phone if they wish to listen to audio resources such as Edrolo, Click View or other resources.

- Photographs or videos may not be taken of staff or students without their permission.

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This Agreement should be read in conjunction with the College's Mobile Phones – Student Use Policy and Bullying Prevention Policy.

Please retain pages 1 -7 for your information and reference. Parents and students must sign the Agreement on page 8 and return it with the completed enrolment form.

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PARENT/GUARDIAN AND STUDENT AGREEMENT

Parent/Guardian:

I would like my child to have access to the technologies outlined in the Student Computer and Mobile Phone Use Agreement. I understand and accept the necessity for rules regarding computer, mobile phone and internet use at the College and agree to any consequences that may apply if my child breaches these rules. I accept responsibility for the printing and downloading costs incurred by my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student:

I understand the above rules and agree to abide by them. I agree that if I bring my mobile phone to school, it will be switched off and stored in my locker from the first bell to the last bell of the day. I understand that my mobile phone will be confiscated if I breach this Agreement or the Mobile Phone – Student Use Policy. I also understand that my access to the school internet may be withdrawn if I breach this Agreement.

Student Name: _____ Home Group: _____

Student Signature: _____

Date: _____