BYOD
Guidelines & Acceptable Use Agreement

GUIDELINES:

Maribyrnong College allows students with a digital device, such as a tablet or a laptop that will accept wireless Internet to bring it to school, with the expectation that they will make good decisions with regard to their personal use of technology and adhere to the school's guidelines in The *Acceptable Use Agreement.* This must be signed and provided to the school before access to the school's wireless network will be allowed. Any breach of the Acceptable Use Agreement will mean an instant termination of a student's wireless network connection and the use of their device at school.

Purpose
To allow students to use their own device for educational purposes, and to provide the student access to the school's wireless network.

Ownership
- The College reserves the right to disallow the student access to the school network due to breaches of this agreement.
- Parents/carers and students should be aware that files stored on the device or on the school's server are not private.

Theft, Loss or Damage of College owned Technology
In the case of loss, theft or damage the following conditions apply:
- The College must be notified immediately if any College owned Technology is lost, stolen or damaged
- It is the user's responsibility to report any lost or stolen Technology to the nearest police station and provide the school with a Police Report
- A statement should be signed by a parent/ carer and provided to the school.
- Students will be required to replace lost or damaged Technology

The student is responsible for:
- Adhering to the school's Acceptable Use Agreement when using Technology at the College
- Backing up their data
- Maintaining settings for virus protection, spam and filtering that have been set by DEECD
- Taking care of and maintaining any device in accordance with school guidelines

Security / Storage
Travelling to and from school:
- Carry the device inside a schoolbag.
- Avoid displaying or using the device in public to reduce the risk of theft or damage At school:
- The student is responsible for the security and safety of the device during the school day
- Devices cannot be left in classrooms during breaks. They should be placed securely inside the student's locker when not being used.
- *Students must use a College approved padlock to secure their locker.*

Ensuring students don't misuse the Technology
The College will routinely inspect students' devices to ensure appropriate use. Parents and students should also be aware that files stored on the device or on the school's network are not private. To help reduce inappropriate use, parents and students are asked to sign this Acceptable Use Agreement. The College also has procedures in place to ensure students use their devices appropriately. It is important that teachers, students and parents share the responsibility to ensure safe and appropriate use of devices at all times.

Safe and responsible use of technology at Maribyrnong College
Safe and responsible behaviour online is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at

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home. Some online activities are illegal and as such will be reported to police.

Your child has been asked to agree to use the Internet and digital Technologies responsibly at school. You should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Student Internet and Digital Technologies Acceptable Use Agreement

When I use technology, both at school and at home I agree to:

- be a safe user whenever and wherever I use Technology
- be responsible whenever and wherever I use Technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- protect the privacy of others and never post private information about another person
- report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

When at school I agree to:

- behave according to the school's Rights and Responsibilities Policy
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- 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 classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
  o I need help online
  o I feel that the welfare of other students at the school is being threatened
  o I come across sites which are not suitable for our school
  o someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use any digital device I agree to:

- use it for learning purposes only as directed by my teacher
- act responsibly and not use the device to create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else.

When using a digital camera I will:

- only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Policy for Digital Devices also applies to students during school excursions, camps and extra- curriculum activities. Students acknowledge and agree to follow these rules. They understand that they will be excluded from accessing the Internet and digital technology at school if they do not act responsibly.

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Family information about safe use of ICT at home

Maribyrnong College believes the teaching of cyber safety and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching. Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images. In signing the Acceptable Use Agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required.

Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat. If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:
- Find out how your child uses the internet and who else is involved in any online activities
- Have the computer with internet access in a shared place in the house – not your child's bedroom
- Ask questions when your child shows you what they are doing, such as: How does it work and how do you set it up? Who is else is sharing this space or game? (do you know them or did you 'meet' them online?) Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child? What are you doing to protect yourself or your friends from these potential dangers? When would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because: They might get the blame for any incident, They don't think adults "get" their online communications, They might put at risk their own access to technology by either: admitting to a mistake or highlighting a situation that may lead a parent to ban their access.

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:
- Don't use their own name, but develop an online name and use avatars.
- Don't share personal details including images of themselves or their friends online
- Password protect any spaces or accounts they have.
- Don't allow anyone they don't know to join their chat or collaborative space.
- Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

In line with the school's Rights and Responsibilities Policy, ensure your child understands the importance of using appropriate language when talking to and working with others online and never write or participate in hate mail. Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat
environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students need to be reminded that their behaviour online must fall in line with the school's Rights and Responsibilities Policy.

Using social networking sites for educational purposes and only as directed by teachers

Web tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always fool

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proof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

Following copyright procedures
All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a free offering you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

Evaluating and using content on the internet carefully
Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.
Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student
Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

Seeking Teacher Assistance
The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.
We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.
Open communication between parents, teachers and students is the best way to keep students safe.

Use of mobile phone and other mobile Technology
Mobile devices are a seamless part of our lives. The school requires having some say in how these technologies are used to ensure that there is the capacity for learning in a classroom.
The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.
Students should:
- Only take photos and record sound or video when it is part of a class or 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 they take or video they capture and never use these as a tool for bullying.

The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and whom it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Policy REVIEW and Approval

Policy last reviewed	February 2024
Approved by	Principal
Next scheduled review date	Before February 2027

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Student and Parent/Carers are to sign the agreement below

Students:

As a student at Maribyrnong College, I agree that I have read and understood the attached rules and will abide by the BYOD Acceptable Use Agreement.

I understand that any breach of these guidelines will result in being suspended from the school wireless network. I will take

proper care of my device and always store it in my locker with the approved College padlock.

I understand that if my device is damaged, stolen or lost it is my responsibility for any costs associated to have my device repaired or replaced.

Student Name: _____ Year Level _____

Student Signature: _____ Date: _____

Parent/Carer:

I/We have read the BYOD Guidelines & Acceptable Use Agreement carefully and have discussed it with my child and I agree that our responsibilities are clear.

I/We understand that if my child's device is damaged, stolen or lost, we are responsible for the repair or replacement.

Parent Name: _____

Address: _____

_____

Parent Signature: _____ Date: _____

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