

PLEASE READ THE FOLLOWING AGREEMENT AND COMPLETE THE FORM ON PAGE 4 OF THIS DOCUMENT

Footscray City College believes the teaching of cybersafe and responsible 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 collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

School support for the safe and responsible use of digital technologies

Footscray City 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 digital technologies responsibly at school.

At Footscray City College we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- provide supervision and direction in online activities and when using digital technologies for learning
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to police
- provide parents/carers with a copy of this agreement
- support parent/carer understanding of the importance of safe and responsible use of digital technologies

School-Provided Google Apps Accounts

The college will provide each student with a Google Apps account to access curriculum documents and resources, for their different subjects. The students' data will be stored in Google's network of data centres. This may include students' names and ID, but will not include information such as students' health details, address or families' contact details. This data is stored amongst many of Google's geographically distributed data centres in the following locations: USA, Chile, Taiwan, Singapore, Finland, Belgium & Ireland. The college requests parent consent for this type of data storage.

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Student Agreement

Acceptable Use Of Digital Technologies & The Internet

When I use digital technology 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 social 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, including not plagiarising by copying and pasting information directly into my work
- not deliberately enter or remain on any site that has obscene language or offensive content
- 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 the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- re-ghost my computer when required
- report any damage or repair required

In addition, when I use my personal mobile phone, or other mobile device I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- 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.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

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Parent/Carer & Student Agreement

Conditions for Use of Leased Netbook / Chromebook

The 1:1 netbook/Chromebook program aims to improve student learning experiences both in and out of the classroom. Footscray City College through a leasing arrangement, is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology. The conditions of use agreement must be signed and provided to the school before the device will be issued or used.

Purpose

The digital device is to be provided as a tool to assist student learning both at school and at home.

Equipment

Ownership

- The school retains ownership of the device. Upon expiry of the three year lease, the device will be returned to the school. All software will be removed from these devices, and those in satisfactory condition will be made available for purchase at a minimal cost.
- any unauthorised “personalisation” of the device such as scribing or adding stickers is not permissible
- Parents/carers and students should be aware that files stored on the device or the school’s server, or on Google Apps are not private.
- If the student leaves school prior to completing Year 12 or moves to another Government or non-Government school, interstate or overseas, arrangements relating to the device will be made with the parent/carers on an individual basis.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported to the school.
- In the case of suspected theft a police report must be obtained by the family and a copy of the report provided to the school.
- If the device is lost, damaged or stolen in most cases the parent/carers will be responsible for the cost of repair or replacement
- Because of the leasing arrangement, all repairs or replacements must be done via the college
- Parents/carers will be required to replace lost or damaged chargers.

Substitution of equipment

- When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty

Standards for device

The student is responsible for:

- Taking care of digital devices in accordance with school guidelines
- Adhering to the school’s Acceptable Use Agreement when using the machine at home
- Backing up data securely
- Maintaining settings for virus protection, spam and filtering that have been set as a departmental standards
- bringing the device fully charged to school every day. Power cords should be left at home.

**PLEASE ENSURE ALL THREE SECTIONS ARE COMPLETED AND SIGNED
THEN RETURN TO FOOTSCRAY CITY COLLEGE**

STUDENT ACCEPTABLE USE AGREEMENT

I have read the Footscray City College Acceptable Use of Digital Technologies & the Internet carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

Student Name:

Year level:

Student Signature

Parent/Carer Name:

Parent/Carer Signature

Date

PARENT/CARER CONSENT FOR GOOGLE DATA STORAGE

I understand that my child will be provided with a Google Apps account by Footscray City College. I am aware that data will be stored in Google's network of data centres. This data may include students' names and student ID, but will not include information such as students' health details, addresses or families contact details. This data is stored amongst many of Google's geographically distributed data centres in the following locations: USA, Chile, Taiwan, Singapore, Finland, Belgium & Ireland.

I consent to this type of data storage for my son/daughter's Google Apps account as provided by Footscray City College.

Student Name:

Parent/Carer Name:

Parent/Carer Signature

Date

CONDITIONS OF NETBOOK/CHROMEBOOK LEASING PROGRAM AGREEMENT

I have read and agree to the conditions of the netbook/chromebook leasing program at Footscray City College.

Student Name:

Year level:

Student Signature

Parent/Carer Name:

Parent/Carer Signature

Date