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.

David Scott School assists students to be safe, responsible and respectful of digital technologies through the use of the eSmart Schools framework that we have implemented. Students will use ICT with a focus on their learning to achieve their personal best. David Scott School believes cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

**School support for the safe and responsible use of digital technologies**

David Scott School 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.

At the David Scott School, 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 that clearly state our school’s values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
* 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 copy right.
* Supervise students when using digital technologies for educational purposes.
* Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
* 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 the police.
* Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
* Provide parents and guardians with a copy of this agreement.

**Student Agreement for the safe and responsible use of digital technologies**

When I use digital technology, I agree to:

* Respect others and communicate with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
* refrain from acting in such a way that brings the School into disrepute or in a way that harms members of the School community
* not insult or present offensive or inappropriate content
* not misrepresent the School or any member of the School community.
* Use digital technology at school for learning purposes as directed by the teacher in charge
* Protect my privacy; by not giving out personal details, including my full name, telephone number, address, passwords and images
* Protect the privacy of others; by never posting or forwarding their personal details or images without their explicit consent
* Talk to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
* Carefully consider the content that I upload or post online; this is often viewed as a personal reflection of who I am
* Handle ICT devices with care and notify a teacher if any machine is damaged or requires attention
* Abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
* Not interfere with network systems and security, including Virtual Private Networks (VPN) to bypass existing security
* Not use the data of another user or attempt to log into the network with a user name or password of another student.
* Not downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user always, by:

* Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages or images)
* Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent and it is part of an approved lesson
* Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces

This Acceptable Use Agreement applies when I am using any of the digital technologies, social media tools and learning environments established by our school and applies whether at school, at home, during school excursions, camps and VET programs. This includes the use of school owned networks or systems, including (although are not limited to): School owned ICT devices, Mobile phones, Email and instant messaging, Internet, Intranet, Social networking sites (e.g. Facebook, Instagram), Video and photo sharing websites (e.g. Snapchat, YouTube), and Blogs.

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| I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within David Scott School Policies if I do not behave appropriately. | |
| **Student Name:** |  |
| **Student Signature:** |  |
| **Name of Parent Guardian:** |  |
| **Parent / Guardian A Signature:** |  |