

## Upper Primary and Secondary Template

### Guidelines

The Department has provided this template for schools to modify in order to develop their own Acceptable Use Agreement, (AUA) relevant for their school context. Please note, the AUA is not a legal document.

The AUA describes the programs and processes a school has in place to support students to be safe, ethical and responsible users of digital technologies. For Department of Education and Training (DET) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

The AUA outlines the **expected** behaviour of students and seeks informed agreement.

Schools are encouraged to promote and discuss the AUA at parent information sessions and support parents with regular updates and resources to help them at home.

Inclusion of student voice in the AUA can support ownership by students, assist with addressing relevant issues and share knowledge of current technologies and social media sites.

A school's AUA must be accurate, distributed to all students and their families and reviewed regularly.

Schools also need to consider their responsibilities in protecting students' personal information and privacy when using digital technologies:

See: [School Policy: Privacy](https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy)  
(<https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy>)

Parents must be fully informed of the sites their children are joining.

See: [Notifications for Online Services](https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy)  
(<https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy>)

Schools need to create student email accounts which are non-identifiable to facilitate the use of digital technologies and the internet.

### Using the template

Schools may use this template as a guide to develop their own AUA. Schools can modify content to make it relevant to their school context.

A final AUA should include:

- **A school profile statement** describing how the school educates students to be safe, responsible and ethical users of digital technologies
- **An educational rationale** outlining the programs, technologies and approaches the school is using to support student learning with digital technologies. Schools could include a list and description of the online services they are using, and describe their approach to managing students' personal information and data when using those digital tools
- **A student declaration** outlining the conduct expected of students when using digital technologies. This should be aligned to a school's Student Engagement Policy
- **Acknowledgement** section for students and parents to declare their understanding of the AUA by providing their signature

Schools need to also include:

- Information on ownership, use, care and support of devices where appropriate. Schools can also include the sites or processes for software / app access and updates.
- Where DET or school-owned digital devices and technologies are lent to students for use at home, families must be explicitly advised that the use must be for educational purposes only.
- The agreement must adhere to the Personal Devices – Parent Payments Policy (see: <https://www2.education.vic.gov.au/pal/personal-devices/policy> and <https://www2.education.vic.gov.au/pal/parent-payment/policy>)

*This section describes the positive actions of the school to support and educate students to be safe, responsible and ethical users of digital technologies. **Modify text to reflect school arrangements.***

## School profile statement

At {School Name \_\_\_\_\_} we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*Schools - Include any specific programs or approaches the school undertakes*);
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)  
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

*This section describes standard expected behaviours when using digital technologies. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Inclusion of student voice will increase ownership and relevance. **Modify text to support school arrangements.***

## Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.

*This section describes ownership, care, use and support of school owned devices. Remove this page if not applicable or modify text to reflect school arrangements.*

## 1-to-1 devices - considerations for inclusion

- Ownership and insurance
- Damage or loss of equipment
- User responsibilities
- Use at home/ School support
- Software / App updates and processes

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. For Department of Education and Training (DET) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

The Department provides resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy.

For more information,

See: Planning for 1-to-1 Learning FUSE Page.  
<https://fuse.education.vic.gov.au/pages/planning1to1>

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### Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

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