



ACCEPTABLE USE AGREEMENT

AT COBRAM SECONDARY COLLEGE

The school of choice for the Cobram Community

SCHOOL PROFILE STATEMENT

At Cobram Secondary College 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
- 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;
 - See: [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)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

BYOD DEVICE SPECIFICATIONS AND RECOMMENDATIONS

Type of Device	Only PC computers, Macbooks and iPads (with external keyboard). No android devices or smart phones.		
System Specifications			
	Basic	Recommended	Premium
Screen Size	11 inch minimum	13+ inch minimum	13+ inch minimum
RAM	4GB RAM minimum	8GB RAM	8-16GB RAM
Processor Speed	Intel i3 or equivalent	Intel i5 or equivalent	Intel i7 or equivalent
Hard Drive	Minimum 100GB	Minimum 500GB	Minimum 1TB
Battery	Students and parents are reminded that the device must have sufficient battery capacity to last the entire day at school without charging.		
Wi-fi, ports etc	2.4 and/or 5GHz Wi-fi capacity, USB ports, display-out capacity (VGA, HDMI etc)		
Software Requirements	<ul style="list-style-type: none"> • Microsoft Windows (Windows “S” needs to be upgraded to full version online for free) • Anti-Virus Software: Free downloads available on-line 		
College Support: The College will provide: <ul style="list-style-type: none"> • Office 365 (Word, excel, PowerPoint, One Note, Outlook etc.) on signing Office 365 agreement • Printer Access (printing not available on iPads) • Network & Filtered Internet Access • Google Apps for Education (including email, cloud storage and online Office functionality) • Adobe Design and Web Collection (as needed), including; <ul style="list-style-type: none"> • Acrobat Pro • Photoshop • Illustrator • InDesign • Dreamweaver • Animate (previously Flash) 			

EQUITY OF ACCESS

The Cobram Secondary College BYOD program is compliant with the Department of Education and Early Childhood Development’s (DEECD) policies of:

[Digital Learning in Schools: Policy | education.vic.gov.au](http://education.vic.gov.au)

Students not participating in the BYOD program will have access to a school provided netbook on a first come first served basis. Students will be able to borrow at the start of Period 1, Period 3 and Period 5 and must be returned after the end of the double class (ie recess, lunch, end of day)

TECHNICAL SUPPORT & REPAIR

Cobram Secondary College technicians will provide support related to school infrastructure connectivity, including network access, Internet access and connections to printers

Cobram Secondary College technicians are able to provide advice related to hardware and software faults with BYOD devices. Repair of devices is to be sourced by the user through their warranty/insurance agreement or through parties external to the school at cost to the user

- **Insurance and Warranty – BYOD (Cobram Secondary College is not responsible)**
 - Maintenance and cost of repairs under warranty is solely the parent/guardian's responsibility
 - The College is not liable in any case if the laptop/tablet is damaged or stolen whilst at school
 - Parents concerned with the potential costs for repair and replacement of BYOD devices should consider options of insurance (not provided by Cobram Secondary College)

- **Repair – School Borrowed Netbooks**
 - Students who damage school borrowed netbooks are liable for the cost of repair
 - Repair cost will be determined by current cost of replacement parts
 - Issues with school borrowed netbooks not relating to damage will be rectified and netbook returned to student ASAP

STANDARDS FOR LAPTOP/TABLET CARE

The student is responsible for:

- Adhering to the conditions of the Acceptable Use Agreement
- Backing up their data securely to an external drive or cloud storage facility (such as Google Drive)
- Maintaining their laptop/tablet in a clean and hygienic manner

Ensuring best efforts are made to keep their devices secured by using a lock for their locker

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.

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 (Print)

Parent/Caregiver Name (Print)

Student Signature

Parent/Caregiver Signature

Date: ____/____/____