Healesville High School Internet, Intranet and Mobile Devices Acceptable Use Agreement for Students and Families

Healesville High School uses the internet as a teaching and learning tool. We see the internet as a valuable resource, but acknowledge it must be used responsibly.

Your child has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At **Healesville High School** we:
- provide a filtered service
- provide supervision and direction in internet activities
- have a school intranet which is accessed by school community members and is only accessible by password
- have an Information Literacy program
- have a cybersafe and ethical behaviours program which provides information about digital rights and privacy information
- work towards setting tasks that ask students open questions, so they can't copy and paste all answers from the internet
- reinforce the importance of safe and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement
- may allow student access to social networking sites for educational purpose – this will be under teacher direction with clear protocols established.

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 who it will be presented to. Healesville High School recommends you carefully read and sign the Media Release Form when enrolling.

We also recommend you read and follow the 'Bridging the gap between home and school' information to help you understand how your child may be using the internet at home or sometime in the future.

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 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 an incident
- they don't think adults "get" their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

What has your child agreed to and why?

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends on social media, 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.

Using the internet and intranet in line with school's student code of conduct
Using appropriate language when talking to and working with others online and never writing or participating in hate mail.

Being online can make students feel 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 they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school's code of conduct.

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise there is a time for fun and a time for work even on the internet. Students may often see the internet as "free" but just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

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

Web2 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. The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task. The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing students should be aware 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 foolproof. 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 freebie 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.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

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.

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.

Breaches of the internet contract

1st Offence: Parent notified in writing, Counselling, removal of access for one week.
2nd Offence: Parent interview and negotiation of outcome.

If you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/

MOBILE PHONES & ELECTRONIC DEVICES

Students are not allowed to bring to class or to any assembly mobile 'phones or any other electronic devices capable of transmitting or receiving messages, taking photographs or playing music (with the exception of notebook/netbook/laptop computers). All such banned devices are to be kept secure in lockers or given to Year Level Managers for safe keeping.

Should a student bring to class a banned device, as described above, the actions to be taken will be as follows:

1. The student will be advised that they are in breach of this school rule.

2. A message will be sent by the teacher to the General Office staff who will notify the student manager, leading teacher, assistant principal or principal closest to the class room.

3. The staff member contacted will attend the room and confiscate the item and the item will be stored in the safe at the General Office for collection by the student at the end of the school day.

4. The student will be issued an after school detention and details will be entered on the student management database by the confiscating staff member.

Should a student break this rule for a second time the parent/s of the student will be notified and asked to collect the confiscated item, and the student will be given two after school detentions, to be completed on consecutive afternoons.

A parent interview will be required should a third instance of a student breaking this rule occur and the student will be banned from having the above listed devices during the school day.

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When using the internet and the intranet, I agree to:

- behave according to my school's Code of Conduct
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- 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 (e.g. 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:
    - I need help online
    - I feel that the welfare of other students at the school is being threatened
    - I come across sites which are not suitable for our school
    - 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.

If as a parent or student you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/

Before you may use computer facilities at Healesville High School, you must sign this contract which binds you to the conditions as listed on the accompanying pages.

Return this slip to the school upon enrolment

I have read the Acceptable Use Kit 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 computer privileges being suspended or revoked.

Student Name: _____

Homegroup: _____

Student Signature: _____

Parent Signature: _____

Date: _____