



DIGITAL POLICY – USER ACCEPTANCE FORM

At Garden 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:

- Uphold and respect the values and expected standards of student conduct, including consequences for breaching the standards. This 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 in the classroom;
- 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;
- 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 link provide current information on e-Safety

<https://www.esafety.gov.au/parents>

PLEASE NOTE: This form MUST be signed and dated otherwise access to Garden College devices and network will not be available to your child.

DECLARATION – MUST BE SIGNED AND DATED BY THE PARENTS/GUARDIANS

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

- Abiding by the College's values and respecting others and communicating with them in a supportive manner;
- Never participating in any form of bullying (e.g. forwarding SMS, social media and email 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 to unauthorised personnel;
- Protecting the privacy of others by never capturing, posting or forwarding their personal details or images without their consent;
- Reporting to a teacher or a trusted adult and/or the Office of the eSafety Commissioner if I personally, feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour - <https://www.esafety.gov.au/complaints-and-reporting>;
- Thinking carefully about the content I access, upload and/or post online
- Reviewing and abiding by 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;
- Handling my own and others' 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, apps, including games;
- Not interfering with network systems and associated security systems
- Being aware not to open or participate in phishing and other online scams that seek to steal my personal information as well as information belonging to other school members and alerting appropriate school staff when I think I have mistakenly accessed such material
- Never accessing the data of another user without their express permission;
- Nor attempting to log into the network with a username or password of another staff member or student
- Resetting my password when requested to by the College
- Storing my files and school data using appropriate school approved file system and folder structures
- Using online collaboration tools such as Google Docs in an appropriate and constructive way
- Complying with the Principal's request to access my devices for the purposes of validating my level of involvement in any incident reported to them that may or may not have involved me
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a username or password of another student

I _____ as the parent or guardian exercising parental authority for the student named below understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I, the parent or carer, understand that there are actions and consequences established within the school's User Acceptance Policy if the student in my care, annotated below, does not behave appropriately. I certify that the information on the application form is correct and complete in every detail.

Student Name: _____

Year: _____

Parent/Guardian Signature: _____

Date: _____