



# ELEVATION SECONDARY COLLEGE

## Acceptable Use Agreement Digital Technology at Elevation Secondary College



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Elevation Secondary College on 8339 8000.

**For translation call number below; Aşağıdaki çeviri telefon numarası için; Đê dích số điện thoại bên dưới; Wixii tarjubaan ah wac lambarka hoose; Mo fa'aliliuga telefoni numera o lo'o i lalo; अनुवादको लागि तलको नम्बरमा कल गर्नुहोस्; अठुवाद ਲਈ ਹੇਠਾਂ ਦਿੱਤੇ ਨੰਬਰ 'ਤੇ ਕਾਲ ਕਰੋ; ترجمہ کے لیے نیچے دیے گئے نمبر پر کال کریں; 对于下面的翻译电话号码; अनुवाद के लिए नीचे दिए गए कॉल नंबर; மொழிபெயர்ப்புக்கு கீழே உள்ள எண்ணைண அழைக்கவும்;**

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8339 8000







## Information for parents

### Our commitment to the responsible use of digital technology

At Elevation Secondary College we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.






### What we do

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"><li>• We have clear expectations about appropriate conduct using digital technologies in line with our behavioural values of Aim High, Work Hard and Be Good.</li><li>• Our <b><u>Mobile Phone Policy</u></b> outlines our school's expectations relating to students using mobile phones during school hours.</li><li>• We have clear and appropriate consequences when students breach these expectations, in line with our <b><u>Student Wellbeing and Engagement Policy</u></b>.</li></ul>
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	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"> <li>We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li> <li>Where relevant, our curriculum emphasises appropriate use of digital technology and online behaviour, especially in Digital Technology, Health and PDM classes.</li> </ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>We provide access to educational software for students to use, such as Gsuite, Python, Minecraft for Education, Scratch, Adobe Creative Cloud Suite, Vivi Client, VLC Media Player, Blender, PyCharm Education, SparkVUE.</li> <li>We create student email accounts which are non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"> <li>We supervise students using digital technologies in the classroom, consistent with our duty of care. We use <u>GoGuardian</u> to strengthen supervision of digital technology at the College.</li> <li>We use clear protocols and procedures to protect students working in online spaces</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li> <li>We may access and monitor messages and files sent or saved our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li> <li>We refer suspected illegal online acts to the police.</li> <li>Social media issues that do not occur outside of school or off the school network may not fall within the school's prevue to respond to. Where this occurs, the school will advise as such. Parents/carers have options such as going to the <a href="#">esafety commissioner</a> or local police, depending on their situation.</li> </ul>

## How parents and carers can help

***Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.***

	<p><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>• <i>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:</i> <ul style="list-style-type: none"> <li>○ Requiring devices to be used in a common area, such as a living room or study area</li> <li>○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>• <i>Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.</i></li> <li>• <i>Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</i></li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>• <i>Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.</i></li> <li>• <i>Talk to your child about the risks of using certain online programs, especially where strangers/unknown persons are able to contact your child online.</i></li> <li>• <i>Help your child understand that posting videos/photos of themselves in school uniform may be posting identifiable information on themselves</i></li> <li>• <i>Encourage your child to talk to you or another trusted adult if they feel unsafe online.</i></li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>• <i>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*</i></li> <li>• <i>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</i></li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>• <i>Let your child's teacher know about concerns you have regarding their technology use</i></li> <li>• <i>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</i></li> </ul>

**\*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:**

- **no more than 2 hours of sedentary recreational screen time per day**
- **avoiding screen time 1 hour before sleep**
- **keeping screens out of the bedroom.**

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

## ***Learning devices at Elevation Secondary College***

*Parents/carers are invited to purchase a device through Learning with Technologies for their child to bring to school. We have made special arrangements with Learning with Technologies who offer discounted prices for the lease or purchase of devices for our students.*

### ***Technical specifications for managed device***

*To ensure smooth and reliable technology access and student support, Elevation Secondary College have 3 devices for selection through Learning with Technologies (<https://elevationsc.orderportal.com.au>)*

### ***Supports and services provided***

*Elevation Secondary College will provide the following technical support services for the appropriate device:*

- *Support to access software including Microsoft Office 365, Google Workspace, Adobe Creative Cloud, Math Pathways, Education Perfect and Compass.*
- *Connecting devices to the internet*
- *Providing student log-in credentials to access the schools network, including a school email account*
- *Access to Printer Services*
- *Assistance with damaged laptop enquiries*

*Devices that are not in accordance with the above cannot be supported by the College.*




*Please note that our school does not have insurance to cover accidental damage to students' devices and parents/carers are encouraged to consider obtaining their own insurance for their child's device.*



*Students, parents and carers who would like more information or assistance regarding our program are encouraged to contact [elevation.sc@education.vic.gov.au](mailto:elevation.sc@education.vic.gov.au).*

# For students

## What we expect

Below are our expectations of students at Elevation Secondary College when using digital technologies. By using digital technologies at the College, students agree to the following:

<p><b>Be safe</b></p> 	<p><b><i>At Elevation Secondary College, we protect personal information and keep safe online.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Not sharing our password or using someone else's username or password.</li><li>• Logging out of our devices when they are not in use.</li><li>• Restricting the personal information we post online, including images and videos.</li><li>• Protecting the privacy of others by never posting or forwarding their personal details or images</li><li>• Not using or downloading software which invite unknown people to communicate with students, or software which goes against the digital technologies policy and this agreement.</li></ul>
<p><b>Be respectful</b></p> 	<p><b><i>At Elevation Secondary College, we are kind and show respect to others when using technology.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Acting with kindness and never bullying or impersonating others online.</li><li>• Thinking about how our words might make others feel before we say or write them.</li><li>• Only taking photos or recordings of others when they are aware and have given us permission to do so.</li><li>• Seeking permission before sharing others' information online.</li><li>• Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.</li><li>• Respecting others and communicating with them in a supportive manner</li><li>• Never participating in online bullying</li><li>• Never using social media to bring the school reputation or school community members in disrepute (for example: online bullying, misinformation, etc)</li></ul>
<p><b>Be responsible</b></p> 	<p><b><i>At Elevation Secondary College, we are honest, handle technology with care and follow the school rules.</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.</li><li>• Following the terms and conditions of any digital tool we use.</li></ul>

	<ul style="list-style-type: none"> <li>• Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.</li> <li>• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.</li> <li>• Abiding by copyright and intellectual property regulations and referencing sources appropriately.</li> <li>• Turning off and securely storing your mobile phone during school hours.</li> <li>• <i>Ensuring a healthy balance between screen time and offline activities at school.</i></li> </ul>
<p><b>Ask for help</b></p> 	<p><b><i>At Elevation Secondary College, we ask for help if we feel unsure or see something inappropriate.</i></b></p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"> <li>• We feel uncomfortable or unsafe.</li> <li>• We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li> <li>• We notice any damage to school technologies.</li> <li>• We need help understanding about a digital tool or how it can be used.</li> </ul>
<p><b>Aim High, Work Hard, Be Good</b></p> 	<p><b><i>At Elevation Secondary College students are ready to learn</i></b></p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• Bringing a fully charged device each morning</li> <li>• Using the device as intended for learning within the classroom</li> <li>• Ensuring that laptop is carried with appropriate care in a carry case and stored in our locker when not in use</li> <li>• Reporting any physical damaged immediately and if necessary, repaired</li> <li>• Clearly labelling laptop with student's name and class</li> </ul>

### **Support for students:**

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

Students can also approach their Mentor Group Teacher, Year Level coordinators or IT for advice.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Elevation Secondary College's *policies, behavioural expectation of Aim High, Work Hard and Be Good* and this AUA.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Elevation Secondary College will institute a staged response, consistent with our policies and guidelines.

Breaches of this agreement by students can result in several consequences which will depend on the severity of the breach and the context of the situation. These may include removal of network, email and internet access privileges, removal of printing privileges and other consequences as outlined in the school's *Bullying Prevention* and *Student Wellbeing and Engagement* policies.

**Consultation**

Students	September 2024
School Staff	September and October 2024
Parents/Carers	October 2024 and November 2024