

School profile statement

- At _____ 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 behaviors we have of our staff 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 (Google Apps for Education, COMPASS School Manager);
- Promote advancing teaching practice
- Enable all teachers and school leaders to build capabilities to use digital technology to improve student learning. At _____ College this is underpinned by developing teacher and school leader capability in the use of:
 - the SAMR model which allows teachers to create student-centered, transformational learning experiences that could not be accomplished without technological tools.
 - cloud computing and collaboration, such as "Google Classroom"
 - ongoing feedback, assessment and reporting
- Provide access to high quality resources, tools and data
- Ensure all staff and students have access to quality assured digital resources, tools, and rich data sources. At _____ College this is done through the use of:
 - learning management system (Google Classroom and Google Sites)
 - Students administration portal (Compass School Manager)
 - industry-standard software and apps (Google Apps, Microsoft Office, Adobe Creative Cloud)
 - Resource libraries developed by staff (Library@_____ & ClickView)
- 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;
- Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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 care-givers 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
(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>)

Staff 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 behaviors);
- 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;
- 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;
- 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 member of the Senior Administration Team;
- 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 the ICT staff 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 unauthorized programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a user name or password of another staff member or student.
- In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:
 - Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times;
 - Only taking and sharing photographs, sound, or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.
- Abide by the DET Acceptable Use Policy

- By signing this agreement, I acknowledge the ICT device provided to me is the property of _____ College.
- It is solely for the use of supporting the schools teaching and learning goals and shall remain on the school property and not be removed except when agreed to with the School Principal/ Principals' Delegate. The terms of such will be recorded in the school register.
- Devices are to be kept in a locked secure place out of open sight when not in use.
- I am responsible for ensuring the use of _____ ICT resources is legal, ethical and consistent with the aims, values and objectives of _____ and its responsibilities to employees, students and other ICT users.
- _____ may seek reimbursement or compensation from a user for all or part of any costs where the user has caused _____ to incur costs due to excessive downloading of non-work related material in breach of this policy.
- _____ may seek reimbursement or compensation from a user for all or part of any costs where the user has caused _____ to incur costs due to damage or loss of the device.
- This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

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

I understand that there are actions and consequences established within the DET's Acceptable Use Policy, Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken, which may include termination of employment.

Staff name: _____

Staff signature: _____

School contact name for support and /or agreement: _____

School contact no.: _____

Device Make/ Model/Year _____

Device Serial Number: _____

Asset Number: _____

Carry Bag Included: YES / NO

Principal/Principal Delegate Name: _____

Principal/Principal Delegate Signature: _____

Date: _____