Mount Rowan Secondary College

Guidelines

A final AUA should include:

- **A school profile statement** describing how the school educates students to be safe, responsible, and ethical users of digital technologies
- **An educational rationale** outlining the programs, technologies and approaches the school is using to support student learning with digital technologies. Schools could include a list and description of the online services they are using, and describe their approach to managing students' personal information and data when using those digital tools
- **A student declaration** outlining the conduct expected of students when using digital technologies. This should be aligned to a school's Student Engagement Policy
- **Acknowledgement** section for students and parents to declare their understanding of the AUA by providing their signature

Schools need to also include:
- Information on ownership, use, care, and support of devices where appropriate. Schools can also include the sites or processes for software / app access and updates.
- Where DET or school-owned digital devices and technologies are lent to students for use at home, families must be explicitly advised that the use must be for educational purposes only.
- The agreement should adhere to the Personal Devices – Parent Payments Policy (see: www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)

School profile statement

At Mount Rowan 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;
  - o 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 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:
  - o Bullystoppers Parent Interactive Learning Modules
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - o iParent | Office of the Children's eSafety Commissioner
    (https://www.esafety.gov.au/education-resources/iparent)

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 behaviour;
- 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.

Acceptable Use Agreement

Bully Stoppers.
Make a stand. Lend a hand.

1-to-1 devices

Context

Mount Rowan Secondary College is an innovative, safe school that delivers relevant curriculum and promotes rigour, relationships and lifelong learning and uses a school wide computer network to support effective student learning across the school's curriculum. This network also provides student access to the Internet and email. It is important that parents, staff, and students are familiar with the guidelines as stated in the accompanying Internet and Information Communication Technology Acceptable Use Policy. The Department of Education, Victoria requires that all schools have an ICT Acceptable Use Policy. See https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx

Rationale

Mount Rowan Secondary College has a vision to be a high-end provider of a Digital Learning program for all students that enables interaction in pedagogical practices to engage students with the curriculum. The program provides a vehicle for a personalised learning program and supports an inquiry approach to creating curriculum. In keeping with the National Educational Goals for Young Australians, we aim to promote and to lead world's best practice for curriculum delivery and assessment and improve the educational outcomes for all students. This policy provides direction to staff, students and parents/caregivers on procedures, responsibilities, and expectations regarding the Digital Learning Program. The School Council has endorsed the program and approved the financial commitment based on a formal discussions and feedback on parent payment advice. The student use of their account will / must be in support of, and consistent with, the educational objectives of the School, the School's Student Engagement and Inclusion Policy and the Information Communication Technology Acceptable Use Policy and Agreement. Failure to follow these will result in the loss of privilege to use these facilities. Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Department of Education Victoria provides a filtered Internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students. In summary these refer to:

1. Purpose of the School network and Internet access.

This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world-wide, as well as facilitating local, regional, and world-wide communication through email.

2. Types of information available and intellectual ownership.

Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.

3. User responsibilities.

Students are responsible for all activity carried out on their personal network account or any allocated device.

4. Personal security.

Students are not to disclose personal information - their own or others, on the Internet.

5. Consequences.

Inappropriate use of the network facilities, including the Internet or email will incur the loss of access to these facilities.

Guidelines

This policy sets out guidelines for the acceptable use of which are provided to students for educational purposes only:

- The School's computer network facilities
- Installed computer software
- The Internet
- Electronic mail

Acceptable use issues may be broadly categorized as personal conduct relating to:

- System security
- Legal requirements
- Ethical use of Department of Education Victoria's computer network facilities at Mount Rowan Secondary College.
- Standards of interpersonal communication.

Benefits to students - Students will have access to:

- A variety of equipment, software, and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

Procedures for use - Students are expected to:

- Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.
- Never leave your device unattended whilst logged in

Ownership and insurance

Ownership

Once purchased in full, the device (laptop, charger and bag) is the sole property of the student.

Insurance

Mount Rowan Secondary College 1:1 Program provides 3 year onsite warranty on all devices (laptop, charger and bag) allocated to students from the schools provider. To save on costs to families, these devices do not contain insurance. As such it is highly recommended to purchase your own insurance in case damages occur to the device which are not covered under warranty (e.g. malicious or non-warranty) OR they are lost.

Damage or loss of equipment

Damage of your device, bag or charger must be reported to the school as soon as possible.

If any of these items are deemed damaged, then a replacement(s) must be purchased through the school at a cost to the student/family. Purchasing such items through 3rd parties is not approved or supported.

Loss of your device, bag or charger must be resolved by the student as soon as possible. It is highly recommended to purchase your own insurance to cover for potential loss of any of these items. The school is not liable to assist in any way if the device, charger or bag is lost.

Student Responsibilities

Students are made aware through this policy and acceptable terms agreement that by receiving and using notebooks or other devices that they are to abide by the following rules and responsibilities:

- Only netbooks purchased with parent contribution are the property of the student / family, all other school issued devices remains the property of Mount Rowan Secondary College that I may use at school for schoolwork.
- I will take good care of my netbook/notebook. This includes keeping it in its case, storing it carefully in my bag or locker, placing it safely on my desk or table, storing it in a secure and safe place and being diligent with it at all times.
- I will bring my netbook/notebook to school with me every day.
- I will not loan my netbook/notebook to anyone else.
- I will not give anyone else my Internet or Account login details.
- I understand that I am only allowed to access the internet through the school's internet connection whilst I am using my netbook/notebook at school.
- I will not use any websites, software or an alternative connection method that bypasses the school's internet filtering system.
- I alone will be responsible for backing up my own data by using a USB drive, syncing to my DET Provided Cloud Services (e.g. Microsoft OneDrive) or using my own alternative form of backup.
- I will not try to fix my own netbook/notebook or allow anyone other than the school technician to fix it for me.
- If there are any faults found with my netbook/notebook, I must report it to the school technician or delegated staff immediately. I understand that I will be without my netbook/notebook for an undisclosed period while the fault is fixed (this will vary due to the nature of the fault).
- I am aware that if my netbook/notebook needs reformatting or reimaging due to any circumstances that any personal data, software, or settings will no longer remain on the netbook/notebook when it is returned to me.
- My netbook/notebook must be kept in pristine condition whilst in my care and I am not allowed to disassemble my netbook/notebook, replace any parts (charger and bag included) or remove any stickers from it, including the college skin.
- I will not graffiti or put any stickers on my netbook/notebook.
- I will keep food and drink well away from my netbook/notebook.
- I will not alter any of the software that is already installed on my netbook.
- I will not play any games on my netbook/notebook during class time unless specifically given permission by my teacher.
- I will not install any illegal software or P2P software (e.g. torrents or VPN Programs) on my netbook/notebook.
- I will only download and store appropriate material to my netbook/notebook. This means no inappropriate material such as pornographic, obscene, racist, discriminary, violent, or vulgar images, sounds, music, language, or materials the school deems inappropriate.

- I will not upload or store any pornographic, obscene, racist, discriminatory, violent, or vulgar images, sounds, music, language, or material the school deems inappropriate to any DET Cloud Services.
- I am aware that any user activity on my netbook/notebook can be monitored and logged whilst I am at school.
- During schooling, I will not sell my device to anyone.
- I will always follow Mount Rowan Secondary College's network policy and understand that there will be consequences for breaching any of these rules.

Parent Responsibilities

- ALL data stored on ALL netbook/notebooks can be accessed by the school.
- I am responsible for monitoring my child's use of the netbook/notebook whilst it is at home.
- I understand that my child's Internet usage at home is my responsibility (this includes but is not limited to any financial costs, setup, and management).
- I will be responsible for any excess fees in case of the netbook being damaged or lost that is not covered under the warranty terms.
- If the netbook/notebook is damaged or not working properly, it must be returned to the Mount Rowan Secondary College technology staff for repairs. I will not attempt repairs myself or contract with any other individual or business for the repair of the netbook/notebook as this may void warranty.

School Responsibilities

- The school will maintain its e-smart credentials and ensure that staff, students and parents/caregivers are familiar with the content of DET Cybersafety (available at https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx)
- The school provides internet connectivity through the eduSTAR.ISP service that provides student email accounts which allow students to join and manage many online tools and environments in a highly controlled and protected environment for student safety.
- All students are given a Microsoft account where they can store and retrieve their files on any device using a web browser or the Microsoft OneDrive app.
- Instructions on accessing Microsoft OneDrive is available to all students.

Additional Information

- **One** device per student
- Students/parents may be required to purchase software or apps if needed for a class
- The school is in no way liable for any loss or damage that occurs to the student's device on school grounds
- In the case of any of the policies and/or rules being broken, the student's device will be removed from the network for a time
- Any software deemed to be intentionally harmful or break any of the school's IT or network policies can be requested to be removed by any school staff member. The device can be denied access to the school's network until this has been achieved.

Use at Home / School Support

ICT Support is defined as "the deployment and maintenance of computer infrastructure and web technology and the diagnosis and resolution of technical problems."

ICT Support is available under the 1:1 laptop program provided by Mount Rowan Secondary College. ICT Support for this program is sorted into two categories:

- Hardware Support
- Software Support

Hardware Support

When assessing a hardware issue, ICT staff will generally break such issues down into one of two categories:

- *Warranty*
- *Non-Warranty*

Warranty

Warranty is defined as "a written guarantee, issued to the purchaser of an article by its manufacturer, promising to repair it if necessary within a specified period of time".

If a damage to a device is deemed Warranty, then no cost is incurred to repair the device. ICT Staff will contact the school's supplier to organise a warranty repair on the device.

Non-Warranty

Non-warranty damage can be defined as damage to a device not covered under Warranty. This can be deemed malicious or intentional and includes (but is not limited to):

- Wilful physical damage (e.g. throwing device)
- Liquid damage (e.g. water)
- Food damage (e.g. food crumbs)

If a device is deemed as Non-Warranty (this decision is made at the discretion of the ICT Support Staff when accessing the device), then a cost will be incurred to repair the device. ICT Staff will contact the school's supplier to organise a non-warranty repair to get the device repaired. A repair quote will be provided to the student which must be paid prior to the device being returned.

External 3rd Party devices and networks

Whilst best effort is made to ensure maximum compatibility with all 3rd party peripheral devices and networks, ICT Staff will not offer support for any 3rd party peripheral devices or networks. This includes but is not limited to:

- Disk drives, card readers, chargers, earphones/earbuds/headphones, keyboards, microphones, mice, monitors, printers, speakers, storage devices, web cams.
- 3rd Party Internet Connections (e.g. Home Networks)

Software Support

All software that is provided as a part of the Department of Education and Training eduSTAR image will be supported by ICT Support Staff.

A full list of this software can be found on the eduSTAR Catalogue however this includes (but is not limited to):

Category	Title	Version (or greater)
Microsoft Windows (DET Tenant)	Microsoft Windows 10	Microsoft Windows 10 Version 1809 As per Microsoft's n-1 lifecycle sheet for Windows Enterprise
Microsoft Office (DET Tenant)	Microsoft Access	2016/2019
	Microsoft Excel	2016/2019
	Microsoft OneNote	2016/2019
	Microsoft OneDrive (for Business)	2016/2019
	Microsoft Powerpoint	2016/2019

	Microsoft Publisher	2016/2019
	Microsoft Skype for Business	2016/2019
	Microsoft Visio	2016/2019
	Microsoft Word	2016/2019
Adobe Creative Cloud (DET Tenant)	Adobe Acrobat Pro	2019
	Adobe Lightroom	2019
	Adobe Photoshop	2019
Arts and Graphics	Blender	2.75.1
	FreeCAD	13.1828
	Gimp	2.8.8
	Inkscape	0.91
	Microsoft Research AutoCollage	1.01.2008
	MonkeyJam	3.05.0529
	Paint.NET	4.0.6
	Pencil	1.00.0
	Photo Story for Windows	3.0.1115.11
	Screenmarker	1.0.0.1
	Tux Paint	0.9.21.2
	Sketchup Pro	2019
Audio and Video	Audacity	2.0.2
	Debut Video Capture Software	2.0.2
	DVD Flick	1.3.0.7
	Finale Notepad	12.0.4001.5
	FormatFactory	4.1.0
	HandBrake	0.9.9.5530
	Pivot Stickfigure Animator	2.2.7
	Songsmith	12.8.2700
	Tux Guitar	1.2
	VirtualDub	1.9.11
	VLC Media Player	3.0.6
	Wax 2.0	2
	Windows Live Movie Maker	16.4.3508.0205
ICT and Programming	Expression Web 4	4.0.1460.0
	Game Maker	8.0
	Minecraft for Education	1.12.
	NVU	1.0.0
	RapidTyping 5	1.0.0
	Scratch	3.6.0.0
	Microsoft LCDS	02.08.00.0123
	Microsoft Kodu Game Lab	1.4.164.0
Literacy	Tux Typing	1.8.1
	Tux Word Smith	0.7.13
	Plasq Comic Life	1.3.9
Maths	Genuis Maker	2.0.0.24
	GeoGebra	4.2.47.0
	KSoft Graphmatica	2.2.3.2
	Math Worksheet Generator	1.0.0.0
	Microsoft Mathematics	4.0
	Microsoft Windows Logo	6.05
	Tux of Math Command	2.03
	Wolfram CDF Player	11.2
	Wolfram Mathematica	11.2
Science	Crocodile Clips Yenka	3.4.0
	Lego Digital Designer	4.3.6
	Stellarium	0.12.1

Thinking	Freemind	1.0.1
	GCompris	14.05.1
	Inspiration software 9 IE	9.0.0
Utilities	Cisco Webex Meetings	40.11.4.15
	Cisco Webex Teams	3.0.16285.0
	CDBurnerXP	4.5.1
	CutePDF Writer	4

3rd Party Software Providers

The school invests in some 3rd party software external to the list of supported eduSTAR approved software which ICT Support Staff will also support. This includes (but is not limited to):

Category	Title	Version
Audio and Video	Auralia Cloud	6
	Sony Acid Express	11
Internet Browser	Google Chrome	85

All software that is provided as a part of the Department of Education and Training eduSTAR image will be supported by ICT Support Staff.

However, any 3rd party software not provided by DET or the school itself will not be supported. If these programs are found to be interfering or harmful to the school's network or DET provided software, we will remove them.

This includes but is not limited to:
- 3rd party anti-virus or firewall software
- 3rd party web browsers (e.g. Mozilla Firefox)
- Games
- Portable software
- VPN software

Take note: software by its very nature is continually updated and whilst ICT will do their utmost best to support what software possible it is acknowledged that eventually support will be dropped on certain software products due to various circumstances (e.g. software is no longer being developed OR updated versions in software OR new operating systems which software no longer can run on). As such support may be dropped for certain software packages at the school's discretion.

Additions

ICT Support staff will not be:
- Loaning any ICT devices or peripherals out to students. This includes but is not limited to bags, disk drives, card readers, chargers, earphones/earbuds/headphones, keyboards, microphones, mice, monitors, printers, speakers, storage devices, web cams.
- Disposing of any devices which are deemed as non-functioning or dead.

Software / App Updates and Processes

Software and updates are regularly applied to all devices that are a part of the Mount Rowan Secondary College ICT Network. As such it is required by all users (including but not limited to all staff and students) to restart your allocated device weekly so such software updates and patches are successfully applied.

Once student has departed the school (e.g. Unenrolled), they are required to bring their allocated device back to ICT so it can be wiped with the original operating system that came with the device before they can leave school with their device.

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: _____

Student signature:_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____