Student Computer and Mobile Phone Use Agreement

Victoria University Secondary College believes in providing students with the resources necessary for them to accomplish their goals, to 'Aspire to Achieve', and to 'Strengthen the Community' through education. One of the ways we do this is by running the C4S (Computers for Students) program. This program uses technology and current ICT resources on their own computer that students take with them to all classes and then home to complete their work and to further their studies. The College may also provide students with access to subject specific equipment, which may include desktop computers, laptops and peripherals. Access to learning technologies such as networked computers, the internet and email communication offer wonderful learning opportunities for our students.

All students will receive a personal school account with a password providing them with access to the College's computer network, internet, printing, school email service, Compass and other services. However, with such access comes important responsibilities. The equipment is very valuable and must only be used in appropriate ways.

The following rules apply to all students so as to protect and enhance the safety of students and the integrity of school IT infrastructure:

1. The College computer network is to be used only for legitimate educational purposes. It should be noted that student accounts are not private and authorised staff may access accounts to monitor, view and delete inappropriate files.

2. Students must not share their accounts. They must not use anyone else's account, allow anyone else to use their account or share their password with others. Any activity on a student's account will be attributed to them and they will be held responsible for it.

3. Downloading, distributing and/or storing obscene or illegal material is forbidden. Students who encounter such material must report the matter to a teacher immediately. Students must accept full responsibility for all material associated with their account and for any data transferred over the network using their account.

4. Each student is responsible for the condition of their own computer and school workstations when they use them. Any damage, missing parts, computer malfunction, or evidence of these rules being broken, must be reported to a teacher at the beginning of the work session. Parents/guardians will be asked to pay for any damage to school equipment perpetrated by their child.

5. Students pay for excessive usage of printing credits once their allowance has been used up. Payments and top ups may be done at the Compass kiosk at the general office.

6. The network must not be used in any way that disrupts other users.

7. At school students are forbidden to, unless with direct teacher approval, download large graphic files, sound or video files and games.

8. Students are never allowed to:
   - Plagiarise someone else's work;

- Use unapproved social media networks or sites;
- Use unapproved chat/messenger programs;
- Create, place or spread a virus or malware on the network;
- Make copies of copyright protected material.

9. Students are not permitted to send digital communications that:
   - Do not meet the College's expectations;
   - Could be considered offensive in any way, eg. racist, sexist, obscene, inflammatory or defamatory;
   - Provide personal information which others may use inappropriately;
   - Provide any other person's email address, home address or phone number.

If any of the above rules are broken by a student, the following consequences apply:

- Removal of access rights to the network, email or internet for a period of time, depending on the nature of the breach;
- Other action at the discretion of the College as deemed appropriate and according to DET regulations.

Note that the College is not responsible for any disadvantage incurred by a student as a result of the removal of network access rights because of a breach of this agreement. Students should keep copies of important files off-campus.

Student's Personal Computers and Mobile Phones

- As per the VUSC Mobile Phones – Student Use Policy, students who bring their mobile phone to school must have it switched off during school hours and stored in their locker. Some exceptions apply for students when attending excursions, camps and other school events. Students will be informed ahead of time if such an exception will be made. Please refer to the Mobile Phones – Student Use Policy for more information. Unauthorised use of a mobile phone will lead to it being confiscated for the remainder of the day and disciplinary consequences may apply.

- Photographs or videos may not be taken of staff or students without their permission.

- Parents and students must sign this personal device and mobile phone agreement upon enrolment.

- BYOD (Bring Your own Device) devices such as laptops and tablets may be used for educational purposes at school, under the following conditions:

1. Operating systems must be up to date. Any system no longer supported by their manufacturer will not be allowed at VUSC.
   - Microsoft Windows 10 20H2 or later;
   - Apple MacOS 11 "Big Sur" or later;
   - iPad with iPadOS 13.0 or later, with a physical keyboard.
   - Chromebooks and Android Tablets are NOT currently considered fit for purpose.

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2. Virus Protection should be kept up to date. The school can install virus software for Microsoft and Apple systems at no cost to the students.

3. The school cannot and will not be responsible for loss, repairs and maintenance to staff and student owned devices. The school does not have insurance that covers personal equipment and will not be responsible for its loss. Parents are invited to seek their own advice on personal device insurance.

4. The school will not be responsible for any loss of data occurring at the school or outside the school. Students are always advised to back up important data on external locations such as USB or Cloud. Staff and students are able to use OneDrive as part of their access to the Office365 platform.

5. Students must agree to, and have signed, the Student Computer and Mobile Phone Use Agreement upon enrolment.

6. Any attempt to use devices to bully, harass, pester, ridicule or denigrate community members will not be tolerated.

7. The school network will not be used for any other purpose than educational. The downloading of movies and music for personal use will not be tolerated.

This Agreement should be read in conjunction with the College's Mobile Phone – Student Use Policy and Bullying and Harassment Policy.

Please retain pages 1 -3 for your information and reference. Parents and students must sign the Agreement on page 4 and return it with the completed enrolment form.

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PARENT/GUARDIAN AND STUDENT AGREEMENT

Parent/Guardian:

I would like my child to have access to the technologies outlined in the Student Computer and Mobile Phone Use Agreement. I understand and accept the necessity for rules regarding computer, mobile phone and internet use at the College and agree to any consequences that may apply if my child breaches these rules. I accept responsibility for the printing and downloading costs incurred by my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student:

I understand the above rules and agree to abide by them. I agree that if I bring my mobile phone to school, it will be switched off and stored in my locker from the first bell to the last bell of the day. I understand that my mobile phone will be confiscated if I breach this Agreement or the Mobile Phone – Student Use Policy. I also understand that my access to the school internet may be withdrawn if I breach this Agreement.

Student Name: _____ Home Group: _____

Student Signature: _____

Date: _____