Rosebud Secondary College believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at RSC and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Part A - School support for the safe and responsible use of digital technologies**

Rosebud Secondary College uses a CMS (Content Management System - Edmodo, Xuno), the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use a CMS, the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

**At Rosebud Secondary College we:**

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development’s search engine, FUSE [www.education.vic.gov.au/secondary](http://www.education.vic.gov.au/secondary), which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- work with students to outline and reinforce the expected behaviours in a CMS.
**Part B - Student Agreement**

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- treat the College's equipment respectfully and not act in a way which may cause damage to equipment such as mark or deface, eat or drink near, attempt to repair, unplug, move or replace peripherals, remove covers or panels, attempt to disassemble, delete, add or alter any configuration files.
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my BYOD (purchased laptop) I agree to:

- use the device primarily for educational purposes.
- not attempt to alter or manipulate the pre-loaded settings of the device.
- not attempt to breach the security of the school's computing facilities.
- complete the request form for the installation of any genuine software purchased by the owner to be loaded onto the device.
- assist the RSC IT Technicians with any necessary servicing requirements by ensuring the device is delivered to the technicians when necessary or requested.
- insure the netbook through iBroker insurance offer through EDUNET or through my own private insurance arrangement (e.g. home and contents insurance). If I chose not to do this I understand I will be required to pay any cost not covered by the warranty for repair.

When I use my mobile phone, iPod or other mobile device I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.
Rosebud Secondary College is providing students with access to a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be agreed to through the online Edunet Ordering Portal before the device will be issued or used on the RSC network.

1. Purpose
The Managed BYOD Program laptop is intended to be a tool to assist student learning both at school and at home.

2. Equipment
2.1 Ownership
2.1.1 The student must bring portable devices fully charged to school every day. Power cords should be left at home.
2.1.2 The parent/student retains ownership of the device at all times.
2.1.3 Parents/carers and students should be aware that files stored on the device or on the school’s server are not private.
2.1.4 If the student exits the school at any time, the device will remain in the possession of the student.
There will be some technical servicing provided by RSC that will be necessary for the device to be used outside of the RSC environment.

2.2 Damage or loss of equipment
2.2.1 All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
2.2.3 For devices insured through iBroker, in the case of suspected theft, a police report must be attained by the family and a copy of the report provided to the school in a timely manner.
2.2.4 For devices NOT insured through iBroker, in the case of suspected theft, the parent/carer is wholly responsible.
2.2.5 For devices insured through iBroker, in the case of loss or accidental damage, RSC must be informed of the loss or damage immediately, where it will assist on the parent's/carer’s behalf to lodge an insurance claim with iBroker. The insurance excess must be paid by the parent for the claim to proceed.
2.2.6 For devices NOT insured through iBroker, in the case of loss or accidental damage, the parent/carer is wholly responsible.
2.2.7 Students will be required to replace lost or damaged chargers.
2.2.8 If a device is accidentally damaged, lost or stolen and an insurance claim is made through iBroker insurance, the parent/carer of the student is responsible for funding the excess cost per netbook per claim.

2.3 Substitution of equipment
2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty.
2.3.2 When a device is replaced by the insurance company, its type of replacement will depend upon the replacement policy of the insurance company.

3. Standards for device
The student is responsible for:
3.1.1 Taking care of the digital device/s in accordance with school guidelines, including using the recommended lock on the school locker when storing the laptop.
3.1.2 Adhering to the school’s Acceptable Use Agreement when using the machine at home
3.1.3 Backing up data securely and regularly
3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
4. Consequences for non-compliance with agreement

Students must acknowledge and agree to follow these rules and understand that their access to the internet and mobile technology at school will be renegotiated if they do not act responsibly. Additional possible consequences for non-compliance with the Agreement are:

4.1.1 Notification of parents
4.1.2 Detentions
4.1.3 Removal of internet privileges
4.1.4 Suspension from the College
4.1.7 Criminal charges may be laid

By ticking the appropriate box on the Edunet online ordering portal to accept the terms and conditions outlined in the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies:

I, the student, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. In signing this agreement, I agree to behave in a certain way online and to take appropriate action when and as required. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I, the parent / carer, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I agree to support my child in the appropriate use of their digital technology at home and agree to pay relevant excess charges if an insurance claim through iBroker is made on my child’s device and any other associated charge in order to replace missing equipment. I will take full responsibility for the maintenance of the device if it is not insured through or iBroker.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx