



School profile statement

At Wodonga Senior 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 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>)



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;
- 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;
- 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;
- Nor attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

- Adhering to the WSSC Mobile Phone Policy during class.
- Only taking and sharing photographs or 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.



1-to-1 devices – WSSC Notebook Program

Ownership and insurance

Notebooks obtained through the WSSC Notebook program remain the property of Wodonga Senior Secondary whilst a student is attending the school. When a student finishes their schooling, there is a possibility that they may be able to keep their notebook for further study away from the school.

All Notebooks purchased via the WSSC Notebook Store come with a comprehensive Australia Wide Onsite Warranty to cover any manufacture defect. You are required to keep the equipment in good working order and notify the School ICT Department immediately of any defect, malfunction or damage. You will take exceptional care of the Equipment allocated to you including:

- Never leaving the notebook unattended or unsecured;
- Never leaving the notebook in plain view in an unattended or unsecured vehicle;
- Never allowing the notebook to be accessed by unauthorised people;
- Never allowing the notebook to be interfered with, tampered with or altered by a third party without the approval of the Schools ICT Department; and
- Ensure due care is taken in the handling, transporting and usage of the notebook.

Damage or loss of equipment

All Notebooks purchased via the WSSC Notebook Store come with a comprehensive Australia Wide onsite Accidental Damage Policy. This policy covers accidental damage that may occur during the use of the Notebook. This DOES NOT cover intentional damage or misuse of the notebook.

Theft or loss of the notebook is not covered by this policy. We recommend that the notebook is included on your home insurance policy.

User responsibilities

- You will notify the School ICT Department immediately of any defect, malfunction or damage as soon as possible.
- You will immediately notify the School ICT Department if the equipment is lost, stolen or its location otherwise unknown.
- You will use the device lawfully and in accordance with both the Department's Acceptable Use Policy and, if any, the School's Acceptable Use Policy, both of which may change from time to time. I understand that the contents of such a policy relates to the ethical use of technology, use of legal software, use of the internet and the protection of personal data.
- You will only install software that is licensed and compatible with the configuration of the device.
- You will not add or modify the hardware base of the notebook in any way.
- The device is not to be taken overseas without approval from the School Notebook Representative or a member of the Principal Class team.



Acceptable Use Agreement



School support

The Wodonga Senior Secondary College ICT team will assist with any issues that occur with the notebook. This includes but is not limited to the following:

- Logging the notebook for any warranty or Accidental Damage issues.
- Assist with software related problems provided that are related to an education outcome and use of legal software.
- Provide a temporary replacement notebook if possible whilst a notebook is getting repaired.
- Make available all software that is required to complete studies at Wodonga Senior Secondary College.
- Provide an automated backup facilities to reduce the possibilities of lost school related work.

Software / App updates and processes

Wodonga Senior Secondary College will make available the latest version of all Operating System software and subject specify applications.

A Private Wodonga Senior App store will be made available to all students participating the 1-1 Program to assist in the provision of new and updated applications required to complete study at Wodonga Senior Secondary College

Signature

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

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: _____

School contact name for support and /or agreement: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____