



Mount Erin College

Acceptable Use of Network (Internet), Laptops, Mobile Devices and Student Photos Policy / Agreement

Mount Erin College's Acceptable Use Policy and Agreement has been developed with the aim of protecting the safety, learning, privacy, rights and wellbeing of all students. It applies for the duration of the lesson and whilst at school as well as on Camps or School Activities.

Access to the Computer Network at Mount Erin College is provided to support and enhance student learning. This Policy outlines the Guidelines for using the Network throughout the College. All students and a Parent/Guardian must read and sign the Agreement and return it to the College for use of the Network to be permitted and before a College approved laptop will be distributed to the student after purchase.

Students are responsible for any Mobile Devices brought to school. ***The school or staff are NOT responsible for any loss, theft or damage and does not insure Mobile Devices.*** Students who bring Mobile Devices to school do so at their own risk.

What is meant by Acceptable Use:

- Only use my laptop or other Mobile Device, such as mobile phones, for learning purposes and as instructed by their teacher
- act responsibly and not use the technology or device to find, create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else
- I will not use the Internet to access, download or create unacceptable material
- I understand that the sending or possession of offensive or inappropriate material, that is racist, sexually discriminatory, Cyber bullying or abusive is against College Policies and the law and agree that I will not transmit or possess such material
- not take their Mobile Device (s) to class, exams or assessment tasks or use ear phones in class, unless it is a requirement stated through the Compass Lesson Plan
- seek prior permission from individuals before taking photos, recording or videoing them (including teachers)
- access the Internet only when it is appropriate to do so, with permission from their teacher
- respect the privacy of others and never post private information about another person on websites, social media and chat sites or by using SMS messages
- only take photos and record sound or video when being supervised, and only as directed, by their teacher
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online site or forum
- respect others when they talk to and work with them online and never participate in online bullying
- I understand that plagiarism (presenting someone else's work as my own) is unacceptable.
- I will not reveal personal information about myself or others, including names, addresses, telephone numbers or credit card details via the College network.
- seek teacher permission before uploading any content to websites (e.g. blogs) or any form of Social Media
- I agree not to copy, print or download software, data or material protected by copyright

Acceptable Use of the College Network:

- I am responsible for all actions taken using my user account.
- I will not damage any computers or computer systems by abusing hardware or altering programs.

- I understand that my Network Account (user name and password) identifies me and that all communications (both internal and external) and my Network use on all devices is subject to monitoring by the school, including the installation of software for that purpose.
- I will not attempt to gain Administrator Access to any device that has access to the College Network without express prior permission from the Assistant Principal or IT Administrators.
- I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.

Mount Erin College

Acceptable Use of Network (Internet), Laptop and Mobile Devices Agreement

I understand that student use of the College Network, any laptop or Mobile Device must adhere to College Rules, the Cooperative Classrooms Policy and Classroom Expectations.

I understand that violation of these terms may result in cancellation of Network access, school disciplinary action and/or appropriate legal action.

This could include their Mobile Device (eg phone or laptop) being confiscated if it is used inappropriately.

If a Mobile Device(eg phone or laptop) is confiscated, the incident will be recorded and the item will be stored in the safe at the General Office and the following processes will apply:

- **First Incident:** The classroom teacher will issue a recess or lunchtime detention. The student can collect the device at the end of the day, and will need to sign their device out.
- **Second Incident:** The Year Level Leader will issue an After School Detention in this instance, providing notification to parent/guardians. The student can collect the device at the end of the day, and will need to sign their device out.
- **Third and Subsequent Incidents:** The parent/guardian will be contacted by a Year Level Leader or Principal and required to come to the Office to collect the item personally. The student will not be permitted to collect the device at this time.

Students and families are encouraged to discuss the use of Mobile Devices use together and to contact the College on 5971 6000 if they are have any questions regarding the acceptable use of these devices.

The signed Agreement will remain effective for the duration of the student's time at Mount Erin College. A copy of the Acceptable Use Agreement is located on the College website www.mounterin.vic.edu.au

Use of a Student's Photo for Publicity and Promotional Purposes

There are occasions where Mount Erin College would like to use a photo(s) of a student in Aspire our College Magazine, on our website, in College Brochures, the Newsletter, local papers, advertising or in other situations where we wish to acknowledge the participation or achievements of particular individuals or groups.

Mount Erin College has a Privacy Policy, consistent with Education Department Guidelines, which is based on valuing and protecting the privacy of all members of our College community. Our Privacy Policy outlines how we collect and manages personal and health information consistent with Victorian Privacy Law.

One aspect of Mount Erin College's Privacy Policy is that we will not publish any photos of students without the prior signed consent of their parent / carer / guardian. Our College's Privacy Policy is available at www.mounterin.vic.edu.au

Please tick the appropriate box in the Consent Form for Use of a Student's Photo for Publicity or Promotional Purposes.



Mount Erin College
Acceptable Use of Network (Internet), Laptop and Mobile Devices Agreement

Student Name: _____ Form: _____

Mount Erin College Username: _____

Student Signature: _____

Parent/Guardian

I agree to _____ using the College Network facilities and my / or a College laptop only for educational purposes in accordance with the Student Acceptable Use Agreement.

I understand that the College will endeavour to minimise exposure to unsuitable material and that the Acceptable Use Agreement has been developed with the **aim of protecting the safety, learning, privacy, rights and wellbeing of all students.**

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Use of a Student's Photo for Publicity and Promotional Purposes

I approve of my child's photo being used, as outlined above, by Mount Erin College

I do NOT approve of my child's photo being used, as outlined above, by Mount Erin College

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parents have the **option** of either completing the above Consent Form and returning it to the General Office

OR

Completing it on line via Compass (**PROVIDE DETAILS OF HOW TO ACCESS ON LINE APPROVAL FORM**)