

### Acceptable Use of ICT Statement – Parents or Guardians

ACT Education Directorate (ACTED) public schools operate within various policy guidelines that support the rights and expectations of every member of the school community to engage in and promote a safe and inclusive educational environment. This environment includes (but is not limited to) the ACTED's computer network; Personal Electronic Devices that connect to its networks; online applications hosted within the ACTED's secure environment (Digital Backpack, Oliver) as well as online and /or cloud environments outside of the ACTED's secure online environment.

According to the Melbourne declaration on the Educational Goals for Young Australians (MCEECDYA, 2008 "In a digital age and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use." The ACTED recognizes the need for students to engage with ICT resources and that the safe and responsible use of these technologies – including online behavior – is best taught in partnership with parents and / or guardians.

To ensure the security of the network and users, the ACTED may authorize access to user logs in the event that there is potential breach of the conditions of the policy, which may pose a threat to:

- System security
- Privacy of staff and students
- Privacy of others
- Legal liability of the ACT Government
- Student welfare

By signing this statement, you acknowledge the procedures and guidelines outlined in the Communities Online:

Acceptable Use of ICT – Parents and Students Policy and agree to your child accessing ICT resources in ACT

schools. [http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

### Acceptable Use of ICT statement – Parent and/or Guardian Consent

I have read and understand the Communities Online: Acceptable Use of ICT – Parents and Students Policy and its associated procedural documents: Acceptable use of ICT guidelines and Use of Third-Party Web based Educational Services Guidelines. I understand the need for my child to be a safe and responsible user of ICT resources – including the use of PEDs, and support the ACTED in the implementation of the policy guidelines as outlined in the Communities Online: Acceptable Use of ICT Resources Policy. I have discussed this information with my child.

I agree to my child having access to (please circle) school computers, local applications and network drives:

Yes    No

NOTE: if you select No, this automatically prevents your child from accessing services including: the internet; internal (school) email; and GAFE.

Name of child (printed) \_\_\_\_\_

Parent and/or Guardian (Name printed): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Melba Copland Secondary School – Acceptable Use of ICT Code of Practice for students

Melba Copland Secondary School has a number of facilities which enable you to access information on computer networks such as the internet.

To ensure fair and equitable access for all members of the school community who wish to make use of these facilities, all users are required to sign an agreement to abide by certain rules which are described in a code of practice. Most of these rules are ones you would be expected to follow on any computer network.

To make use of the school's networked computing facilities, please ensure that you have read and understood the following code of practice, and then sign the agreement below.

### Code of practice

When using the schools' facilities to access computer networks:

#### YOU MAY:

- Find, copy and/or print information required for any of your school work;
- Collaborate or share information relevant to your school work with students or teachers in other schools;
- Download files containing information or software relevant to any of your school work where this action does not involve a breach of copyright laws;
- Undertake any other special project which is approved by a teacher at the school
- Access email through a web-based account

#### YOU MAY NOT:

- Email or display offensive messages or pictures;
- Use obscene language;
- Harass, insult or attack others;
- Damage computers, computer systems or computer networks, for example, by propagating viruses or interfering with system configurations
- Violate any laws, for example, those related to copyright and privacy
- Use others' passwords;
- Trespass in others' folders, files or systems;
- Intentionally waste limited resources;
- Use the network for commercial purposes;
- Use the network for any purpose that is not directly related to your studies at school.

#### VIOLATIONS OF THESE RULES MAY RESULT IN:

- Loss of access;
- Police and/or legal action if appropriate
- Other consequences as determined by school staff

I have read and understood the "Melba Copland Secondary School Students" Code of Practice I agree to abide by the code and other relevant rules that may be set by the school

Name: \_\_\_\_\_

ID No: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent / Carer Permission for Third Party Software Use**

Please return this form to Student Services Office once completed.

**Student name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

I give my consent to MCSS to provide information about my child to all third-party web based providers listed below.

Please tick this box to consent to all the listed sites below

OR circle your consent or non-consent to your child’s information being supplied to each of the providers as set out below.

**Student Reporting, Administration and Communication**

<b>ManageBac</b> – Online assessment and reporting	Do consent	/	Do not consent
<b>Acer</b> – Educational Research	Do consent	/	Do not consent
<b>Timetabler</b> – School Timetable	Do consent	/	Do not consent
<b>Web Preferences</b> – Student elective selection	Do consent	/	Do not consent
<b>SOBS</b> – School Notices/Parent Teacher Interviews	Do consent	/	Do not consent
<b>Student Learning</b>			
<b>Google Apps</b> – Teacher/student learning interface	Do consent	/	Do not consent
<b>ACT Road Ready Test</b> – ACT driver qualification	Do consent	/	Do not consent
<b>Survey Monkey</b> – Online Surveys	Do consent	/	Do not consent
<b>StudyLadder</b> – Online lessons	Do consent	/	Do not consent
<b>Clickview</b> – Online TV resource/streaming service	Do consent	/	Do not consent
<b>Adobe Reader</b> – Multimedia, design and STEM	Do consent	/	Do not consent
<b>Microsoft 365</b> – Teacher/student learning interface	Do consent	/	Do not consent
<b>USI</b> – Student VET Skills Identifier	Do consent	/	Do not consent
<b>Pathways</b> – Student Careers Record	Do consent	/	Do not consent
<b>Mathletics</b> – Mathematics Lessons	Do consent	/	Do not consent

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PORTABLE ELECTRONIC DEVICES POLICY

The use of mobile phones, pager-s, MP3 players and similar devices in class is disruptive to the learning environment of all students and is not permitted at the Melba Copland Secondary School.

Students must be aware that no liability will be accepted by the school in the event of the loss, theft or damage of any device.

- Students must have their mobile phones, MP3 players and similar devices switched off and out of sight during classes.
- If a student produces or uses their mobile phone, MP3, Ipad, or similar device in class they will be instructed to turn the device off and place it out of sight. If the student refuses to follow this directive, or produces the device after the warning, the staff member will instruct the student to hand over the device and it will be taken to the front office as soon as possible to be locked for safe keeping in the school safe. In the cases of repeated infringements parents may be required to collect the device and it will not be handed back to the student.
- Students should only use their mobile phones before or after school, or during recess and lunch breaks.
- **There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents in emergencies or to confirm or change a collection time after school. Mobile phone use for such purposes is restricted to times outside of lessons (lunch, recess, before or after school).**
- Parents/Carers are encouraged not to call students on mobile phones during class time. Messages that need to get to a student during class time should be directed to the Front Office and a message will be taken to the student.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of our school.
- Mobile phones are not to be used inside toilets and change rooms.
- Photographing or filming others without their consent, or sending harassing or threatening text messages, is totally unacceptable and appropriate action will be taken against any student acting in this manner.
- It is the student's responsibility to ensure that phones or other valuable devices are always stored in a safe and secure place. As the school will not take any responsibility for any loss or damage to these devices.

## MCSS Core Values

### Connect – Learn – Thrive

At the core of a supportive school environment are the relationships between students, parents, carers and teachers. Those relationships are dependent upon core values shared by all. MCSS has three core values **Connect; Learn and Thrive**.

A Code of Behaviour has been developed by the staff and students which clearly outlines the expectations required:

1. **Respect** all members of our school community and **value** other people's cultures, religions, race and opinions.
2. **Do my best. Take pride in** the school and all that I do.
3. Support everyone in our school's right **to be safe**. I will not intimidate, bully, or fight but will **support and care** for all members of our community. I will **stand up and help** those in trouble.
4. **Connect** and care for **the school environment**. I will help make the school a better place for all of us. I will not graffiti, vandalise or litter the school.
5. **Be polite and use appropriate language** at all times.
6. **Value teamwork and co-operation** as part of the way that we work at MCSS.
7. Respect **everyone's right to learn or teach** and reinforce this through **taking responsibility for my behaviour**.