



Parent & Student Acceptable ICT User Agreement

Brunswick Secondary College Parent and Student Acceptable ICT User Agreement for internet, online services and digital technologies.

Brunswick Secondary College believes that the teaching of cyber safe and responsible online behaviour is essential in the lives of students.

Our 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 our college and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police. The school does provide a filtered internet service to block inappropriate content. We acknowledge however that full protection from inappropriate content cannot be guaranteed.

The Brunswick Secondary College Parent & Student Acceptable ICT User Agreement ensures both Parents and Students are aware of the College's ICT policies and are aware of the inherent risk that comes with accessing internet related material.

The agreement has three parts:

Part A: An outline of School Support for the Safe and Responsible Use of ICT Technologies

Part B: An outline of the Student responsibilities when accessing the school network and a list of the online services students may access.

Part C: Instruction for accessing the Parent and Student Authorisation Form on Compass

Without consent, your child will not be able to access any ICT at the College.

Please give electronic consent via compass or print a permission slip and return to the school to ensure your child will have access to all of the College's ICT Equipment, online services and Network.

Part A: School Support for the Safe and Responsible Use of ICT Technologies

Brunswick Secondary College uses the internet, Student and Parent online services and Digital Technologies as teaching and learning tools. We see these tools as valuable resources, but acknowledge they have to be used responsibly.

Parents/Carers should be aware that the nature of the internet is such that full protection from inappropriate content cannot be guaranteed.

This User Agreement incorporates the safe and responsible use of ICT and online Services provided by the College. These Services have been outlined in Part B.

At **Brunswick Secondary College** we:

- Provide a College internet service that is filtered to only access content that is deemed necessary for learning
- Provide access to the Department of Education and Early Childhood Development's (DEECD) online services
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Enforce the Department of Education and Early Childhood Development (DEECD) Cyber Safety program. To assist parents please see: <https://esafety.gov.au/esafety-information>
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(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)
(<https://www.esafety.gov.au/education-resources/iparent>)
- Use mobile technologies for learning purposes at schools. (e.g. taking photos for a school-based project)
- Provide support to parents/carers to understand this agreement (e.g. language support)
- Work with students to outline and reinforce the expected behaviours when using online services provided by the College.
- Have developed network monitoring tools to ensure user activity is monitored and suspicious or malicious activities are accounted for where possible.

Part B: Parent & Student College ICT and Online Services Agreement

For the use of all ICT technologies at Brunswick Secondary College

When I use digital technology I agree to:

- Abide by the Department of Education and Early Childhood Development (DEECD) acceptable use policy – refer to link: <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- 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
- 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 unauthorized programs, including games, to the school or run them on school computers
- Not connect to any other internet source other than the school provided Service Provider (ISP). This includes; connecting to Wireless Hotspots, Bluetooth and other wireless internet devices.

When I use other ICT equipment not provided by Brunswick Secondary College (e.g. mobile phones) I agree to:

- Keep the device on silent during class times and only make or answer calls outside of lesson times – except for approved learning purposes
- 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 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
- Not access any material that is not school related

Failure to comply with the above conditions will be brought to the attention of the relevant Assistant Principal. They will collaborate with ICT to work out an appropriate punishment, this may include network access suspension.

Bring Your Own Device (BYOD) Guidelines

Students that bring devices, including: laptops, tablets and smartphones from home will be solely responsible for the care and use of the device. The College will not provide any ICT technical support or hold any responsibility for the device.

Agreement Application

The Acceptable ICT Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Use of Content Sharing Online Applications

From time to time staff across the College will look at utilising online learning applications and utilities to:

- Improve learning outcomes
- Increase collaboration among both students and staff
- Improve the work flow process of classes

Privacy Policy Link	<p>The policy will depend on the service Edmodo: https://www.edmodo.com/privacy Wikispaces: https://www.wikispaces.com/Privacy Diigo: https://www.diigo.com/privacy Spiderscribe: https://www.spiderscribe.net/privacy.php Padlet: http://jn.padlet.com/article/32-privacy-policy Quizlet: http://quizlet.com/privacy</p>
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	<p>Socrative: http://www.socrative.com/privacy/php</p> <p>Nearpod: https://www.nearpod.com/privacy-policy/</p> <p>Youtube: https://www.youtube.com/static?&template=privacy_guidelines</p> <p>Verso: http://versoapp.com/terms/#PrivacyPolicy</p> <p>Science by doing: https://www.science.org.au/privacy-statement</p> <p>Via Institute of character: http://www.viacharacter.org/www/About-Studio Sessions: http://musicedu.com.au/programs/musicedu-privacy/</p> <p>Proprofs: http://www.proprofs.com/privacy.shtml</p> <p>Scratch: https://scratch.mit.edu/privacy_policy/</p> <p>Pinterest: www.pinterest.com</p> <p>Stile: www.stile.com.au</p> <p>Grock: www.grock.com.au</p> <p>Kahoot: https://kahoot.com/privacy-policy/</p> <p>Duolingo: https://www.duolingo.com/privacy</p> <p>Desmos: https://www.desmos.com/</p> <p>Tinkerkad: https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement</p> <p>Codepen https://codepen.io/</p> <p>MIT Scratch https://scratch.mit.edu/</p> <p>Weebly https://www.weebly.com/au</p> <p>Draw.io https://www.draw.io/</p> <p>Blockscad3D https://www.blockscad3d.com/</p> <p>Wix https://www.wix.com/</p>
What does the online service provide?	Our teachers to support the curriculum taught within the class might use these services.
What personal information of individuals will the school use and disclose to the service provider?	<p>The following personal information will be used on these sites:</p> <ul style="list-style-type: none"> • First name • Last name • School email address
How will the school use the personal information of individuals?	<p>The school will use these tools to support the collaboration and learning of students in various ways.</p> <p>When using this personal information it will only be used to identify the user online. No data such as Date of Birth, Home or School Addresses will be used.</p> <p>Students might be asked to upload photos and videos that are used to support a task set out by their teacher.</p> <p>They may also be asked to submit work they have completed on the online service or using an offline application. Some teachers may use the tools to assist with their marking. No official reporting or assessment will be done on these online platforms.</p>
Where will the service provider store the personal information disclosed to it?	<p>All the sites that have been listed previously all reside outside of Australia.</p> <p>In most cases these services will not say where the data is being stored exactly. For more information please refer to the privacy links.</p>
What school policies apply to the use of these online services?	<p>ICT Policy</p> <p>Bullying Policy</p>
Who will be able to see the content and work?	<p>The applications chosen because they provide tools to block access to public users viewing the online data.</p> <p>Steps will be taken to reduce the risk of identification of students' identity for any data that is made public.</p>

Whilst students own copyright on the work they produce who will have rights to reproduce and/or use the works?	<p>The College will ensure that steps will be taken to ensure intellectual property ownership belongs to the College and student only.</p> <p>During the course of the year the online service a student uses may change their privacy policy. In this instance we cannot guarantee the ownership of the Intellectual Property of a student's work will remain the student's and the College's.</p>
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By giving consent to the agreement you are acknowledging that staff might use other online services outside of those mentioned in this agreement.

Online Services

The College will be utilising two applications that will be hosted online. These applications are Microsoft Office 365 and Compass School Manager. To comply with the Department of Education and Training (DET) online services policies and legal requirements we must disclose all details of where, how and why the data will be stored on these applications.

The following table details all information about the cloud services Compass School Manager, Microsoft Office 365 and Social Media

	COMPASS SCHOOL MANAGER	MICROSOFT OFFICE 365
Privacy Policy link	http://compass.edu.au/Corporate/privacy/	http://office.microsoft.com/en-au/business/office-365-cloud-privacy-FX103046091.aspx
What does the online service provide?	Attendance, Wellbeing, Room Resource Booking and Parent portal access.	Central online storage and collaboration service for staff and students of the college.
Who is the service provider?	JDLF International Pty Ltd	Microsoft Corporation
What personal information of individuals will the school use and disclose to the service provider?	<p>Students:</p> <ul style="list-style-type: none"> • Full name • Contact information including address, phone and email • Wellbeing data • Medical information • Attendance information • Report information • Network User Account information <p>Parents:</p> <ul style="list-style-type: none"> • Full name • Contact information including address, phone and email • Parent portal username and password information 	<p>Students (only):</p> <ul style="list-style-type: none"> • Personal data • Learning data • Curriculum data • Assessment data
How will the school use the personal information of individuals?	<p>Students:</p> <ul style="list-style-type: none"> • <u>All the data below will only be accessed by the relevant staff</u> • Full name and contact information: made available so staff are able to contact relevant parties for various issues 	<p>Students (only):</p> <ul style="list-style-type: none"> • Personal data: students' personal drives will be hosted on the Office 365 application. Similar to a Dropbox set-up • Learning data: any work that a student has done will be hosted on Office 365

	<ul style="list-style-type: none"> Wellbeing data: tracking student wellbeing and being able to track this effectively Medical information: alerts staff to issues and enable them to take necessary actions in regards to medical incidents Attendance information: staff will mark student data and ensure that students are meeting College attendance requirements Report information: Reports will be uploaded to the site for parents to access Network User information: allows students to access the Compass School Manager Service. <p>Parents:</p> <ul style="list-style-type: none"> <u>All the data below will only be accessed by the relevant staff</u> Full name and contact information: made available so staff are able to contact relevant parties for various issues Parent Portal username and password information: Used to access the Parent Portal on Compass School Manager 	<ul style="list-style-type: none"> Curriculum data: any Curriculum and Assessment tasks will be hosted on Office 365 Assessment data: Staff will from time-to-time complete some spreadsheets with student results on them. This will be secured so only staff can access it.
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	COMPASS SCHOOL MANAGER	MICROSOFT OFFICE 365
Where will the service provider store the personal information disclosed to it?	Various locations around Metropolitan Melbourne, Australia. This is also hosted within the DEECD Vicsmart ICT Network.	Four locations store Microsoft 365 Education: <ul style="list-style-type: none"> - Singapore - Hong Kong - United States of America - Melbourne
What school policies apply to the use of these online services?	ICT Policy Bullying Policy	
Will the school be able to access and retrieve all content including messages or other communications from the online services?	Both these applications will have tools installed and service teams that will allow the college to adequately track usage on these services.	
How will the service provider use personal	Compass School Manager does not share any information unless they have strict consent from Brunswick Secondary College.	Data is not mined for intellectual purposes and the ownership remains the property of Brunswick Secondary College.

information of individuals that is collected from the school?	The College will not consent to any data to be released without the strict written consent of the parents/guardians of the children concerned.	
Who will be able to see the content and work?	Users will need to be registered users of Brunswick Secondary College ICT Network. Access to technical materials will be required at times by both vendors. These vendors require strict permission before viewing any of the data. User permissions will be determined by the College ICT manager, E-Learning Coordinator and College Leadership team.	
Whilst students own copyright on the work they have produced who will have the right to reproduce and/or use the works?	Both services state that the data remains the property of Brunswick Secondary College, meaning the College reserves the right to decide this. Written consent from a parent or guardian will be required before allowing any data to go outside the college.	

Part C: Parent and Student Authorisation – Please give consent online

The Parent and Student agree that Brunswick Secondary College reserves the right to make amendments to the Parent and Student Acceptable ICT User Agreement at any time. The College also reserves the right to default or suspend access to ICT resources should there be a significant breach to the terms and conditions set out in this agreement.

The Parent and Student consent to the following being made available on the College's online services:

- Authorise permission for your child and parent/guardian to access the Compass School Manager and Microsoft Office 365
- Allow the personal information to be uploaded to these services as specified in Part B of this agreement including the data being stored outside of Victoria
- Enable the use of an individual's intellectual property as specified in Part B of this agreement. For example this allows teachers to access classwork on OneNote information and give feedback on students work.