Acceptable Use and Cyber Safety Agreement

St Joseph's School, Hopetoun (the School) supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community as outlined in the DOBCEL Digital Technologies Policy. The School is committed to the pursuit of excellence in learning and teaching, where technology is being integrated as an effective tool to achieve this goal.

The School:

- Provides all students with digital technology for educational use
- Educates students to be safe and responsible users of digital technologies
- Raises students' awareness of issues such as online privacy, intellectual property and copyright
- Supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities
- Provides a filtered internet service but acknowledges that full protection from inappropriate content can never be guaranteed
- Responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- Implements the procedures in the *DOBCEL Behaviour Management Policy and Procedures* when students are not following the School's expectations of safe and responsible use of the internet and digital technology
- Is required to report illegal online activities to the appropriate authorities
- Supports parents/guardians to understand the safe and responsible use of digital technologies and the potential issues and the strategies that they can implement at home to support their child as well as disseminating the Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure that the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the following conditions together. To have access to the School's digital resources, students must agree to abide by the School's Acceptable Use and Cyber Safety Agreement. This agreement covers a student's use of technology equipment (for example, computers, hand-held devices, cameras and printers) and digital platforms (for example, the internet, networks and email, social media, applications and software).

Student Agreement

General Use	• I will respect and take care of the computer equipment at all times. This means that I will not have food or drink whilst using them • I will only use the School's digital technology facilities under the supervision of school staff • I will only print material for educational purposes with the permission of staff • I understand that if I bring a phone or device to school I am required to follow all instructions from my teacher
Network	• I will only use software or applications purchased or approved by the School and installed by the School • I will not under any circumstances access or delete personal files belonging to others, or delete any software or areas of the network that have not been designated for my use • I will only use the data storage options as directed by my teacher and only store documents that are related to schoolwork that I have completed • I will use file names that reflect the content of the file and always save appropriately
Internet	• I will only access the internet during class time. I understand that I cannot access the internet before or after school or during recesses unless otherwise directed and supervised by a staff member • I will only access sites as directed by my teacher • I will keep my logins and passwords private and not attempt to obtain the passwords of others • I will use the School's digital technology facilities, specifically the internet, for educational, communication and research purposes only • I will respect the privacy and ownership of others' work and the material from websites at all times • I will not provide my personal details, or any other student's personal details, on the internet under any circumstances • I understand that the School has access to all students' logs • I will not attempt to search for and use material that is non-educational, illegal, or which would be thought of as offensive • If I unknowingly navigate to a website that contains material that could be considered offensive, I will immediately notify the teacher. The IT administrator will then block this site. I understand that the School network is filtered so that offensive material cannot be accessed • I will only use the School e-mail system for educational purposes and not for personal use • As a responsible user of the technology facilities at school, I will follow the rules set by the teacher based on the Digital Technology Policy • I understand that if I have broken these rules, I may lose access to technology and my parents will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

Student Signature

Name
(printed)

Date

Class

Parents Agreement

- I have discussed this agreement with my child
- I will monitor my child's technology use at home
- When engaging with the School using digital technology, I will not send any inappropriate text, images or recordings
- I have read the DOBCEL Digital Technologies Policy (available on the St Joseph's school website) and have also discussed the policy with my child
- I will not engage in unauthorised sites that appear to have the School name or post confidential or embarrassing information or images about a member of the School community.
- I understand that I must not take and/or post photos of a school event that have children for whom I am not a parent or guardian without permission from the child/children's parent.
- I will adhere to child safe practices as outlined in the School's Child Safety and Wellbeing Policy (see school website).
- I understand that if I do not adhere to the School policy, it may lead to suspension or termination of my access to the School's technology facilities and internet. Police will be informed if the violation may have broken any law.

I declare that my child and I have read, discussed and understood the Acceptable Use and Cyber Safety Agreement and hereby give permission for him/her to use the School's technology facilities and internet. I accept the terms of this agreement.

Parent/Guardian/Carer Signature

Name
(printed)

Date

Parent/Guardian/Carer Signature

Name
(printed)

Date

Approving authority	DOBCEL Board
Approval Date	December 2025
Review Date	December 2028