

Acceptable Use Agreement

Secondary (Year 7 – Year 9)



Keep this copy at home on the fridge as a reminder of your child's eSmart responsibilities.

To show respect, I will:

- Look after ICT equipment (including computers, keyboard, mice, iPads, etc.).
- Report any damage to college equipment to a teacher.
- Respect other students' privacy.
- Communicate with others in a supportive manner.

To show inclusiveness, I will:

- Never participate in online bullying or discrimination (e.g. creating, encouraging, forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviors).
- Never take, send, or upload images of college members, my family or friends without receiving their permission.

To show responsibility, I will:

- Be a safe user of ICT.
 - Ask a responsible adult before putting any personal information online.
 - Never put my friend's or family's personal information online.
 - Protect my privacy by never publishing personal or identifiable details online, including my full name, school name, telephone number, and address, date of birth, passwords, and images.
 - Protect the privacy of others by never posting or forwarding any identifiable or personal details and/or images without their consent.
- Ensure I act in a way which protects the privacy, safety and security of the College and all members of the College community.
- Use all devices correctly including leaving devices packed up appropriately at the end of each session.
- Talk to a teacher or a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviour.
- Review 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, I will seek further explanation from a trusted adult.
- Only create things I would share with my teacher.
- Ask for support when I need it.

To show integrity, I will:

- Ask a staff member if I am not sure about anything to do with this Agreement.
- Never use digital devices in isolated spaces away from supervision.
- Use age-appropriate websites.
 - Abide by minimum age requirements of websites.
- Use my own log in.
 - Not change any passwords set by the college.
 - Not use another person's log in credentials.
 - Not change or set another person's passwords.
- Follow the agreement whenever I use ICT on the school site or whilst engaged in any school-related activity, regardless of its location.
- Think carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence my digital footprint, and subsequently what people think of me.
- Ask for help if I am unsure of the right choice to make.
- Abide by both Department of Education and Carranballac P-9 College ICT and Mobile Phone Policies.

To show resilience, I will:

- Navigate the digital world with diligence, critical thinking, and consideration.
- Ask for support when I need it.
- Report incidents of cyber bullying occurring during school to a Teacher. Cyber bullying occurring outside school hours can be reported to the eSafety commissioner’s office esafety.gov.au

Australian Government
Office of the Children’s eSafety Commissioner

How to report cyberbullying material



- 1 Report the cyberbullying material to the social media service
- 2 Collect evidence — copy URLs or take screenshots of the material
If the content is not removed within 48 hours ...
- 3 Report it to www.esafety.gov.au/cyberbullying-complaint
- 4 Block the person and talk to someone you trust

If you are in immediate danger, call Triple Zero (000).
If you need to talk to someone, visit Kids Helpline online or call them on 1800 55 1800, 24 hours a day, seven days a week.

HERO UP: SHIELD AGAINST BULLYING & CYBER BULLYING



The Friend
The friend is your sidekick who always has your back.

The Super You
Time to summon your real-life superheroes.

The Super Computer
Combat cyberbullying. Google and install the *Cybersafety Help Button*.

The Pro
The pro might be a counsellor, youth worker, a doctor or some other health professional.

The Dumbledore
Your Dumbledore could be any trusted adult you know.

beyondblue
If you need more information or advice, you can call the *beyondblue* Support Service on 1300 22 4636 or visit www.youthbeyondblue.com/bullying

Australian Government | Office of the Children’s eSafety Commissioner

eSafety health check

Treat your password like your toothbrush—don’t share it with anyone and change it regularly.



When cyberbullying gets you down, report it: esafety.gov.au/reportcyberbullying



Revisit your privacy settings to protect your personal information.



Don’t act in the heat of the moment—stay calm and chill.



What you post online stays online—think about your digital reputation.



OMG!
Nude pics can spread quicker than a virus—reconsider the types of pics you send.



***explore safely**

esafety.gov.au

Acceptable Use Agreement

Secondary (Year 7 – Year 9)



Students keep the previous pages and must return this page to their Homeroom Teacher.

I agree to always abide by the expectations set out in this Acceptable Use Agreement (when I am at school as well as when I am at home or in the community). I understand this agreement will remain in force while I am enrolled as a student at Carranballac P-9 College. The college maintains the right to make changes to this document, and I understand that I will be notified when changes are made.

We understand that **Carranballac P-9 College** will:

- Do its best to keep the College cyber safe, by maintaining an effective cyber safety program based on eSmart. This includes working to restrict access to inappropriate, harmful, or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities and enforcing the cyber safety rules and requirements detailed in the Acceptable Use Agreement.
- Keep a copy of this signed Acceptable Use Agreement form in your Learning Journal.
- Respond appropriately to any breaches of the Acceptable Use Agreement.
- Provide members of the College community with cyber safety education designed to complement and support the eSmart initiative.
- Welcome enquiries from students or parents about cyber safety issues.

Student Agreement:

I understand that the use of devices, computers and access to the Internet while participating in classes or events at Carranballac P-9 College must be in support of educational research and learning and I agree to conduct myself in a safe, smart, and responsible manner.

Student name: _____

Student Signature: _____

Acknowledgement of Parent Support

As part of my responsibilities as a Parent, Guardian, or Carer of a student in the Carranballac P-9 College:

- I will read this Acceptable Use Agreement carefully and discuss it with my child so we **both** have a clear understanding of their role in the College's work to maintain a safe environment.
- I will ensure this Acceptable Use Agreement is signed by me and my child and returned to the College.
- I will support my child to follow the Acceptable Use Agreement and understand their failure to do so may result in serious consequences.
- I will contact the College if there is any aspect of this Acceptable Use Agreement I would like to discuss.
- I will support College staff when fulfilling their duty to create a safe online space for children to learn and develop digital skills, including managing online behaviour, consequences, and student engagement.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

School contact name for support and /or agreement: Please speak with your classroom teacher or email the College on carranballac.p9@education.vic.gov.au

School contact no.: (03) 9395 3533