

School profile statement

At Roxburgh College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have policies that outline our School's values and expected standards of student conduct, including consequences for breaching the standards. These policies extend to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [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>)

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing 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 seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.

Ownership and insurance

- Roxburgh College provides ownership of the device to students for the explicit use of education purposes
- insurance for the device is the responsibility of the students family
- Roxburgh College accepts no responsibility for insurance, repairs or replacement of devices

Damage or loss of equipment

- extensive, malice or fatal damage to equipment will need to be claimed through a family's insurance policy
- in the case of extensive, malice or fatal damage a student or family cannot expect a replacement device (unless entitled to one under a personally held insurance policy)
- where possible Roxburgh College will provide a minor repair service, at cost price

User responsibilities

- must be brought to school every day fully charged
- may be appropriately decorated or individualised
- no sharing of passwords
- no sharing of devices
- keep in a locked locker when not in use
- will not use it during break times

Use at home/

School support

Support WILL BE provided for:

- Connecting the device to the school network, internet and other digital technologies.
- Set up and management of school student digital accounts
- All school-based software and associated issues with school applications

Support WILL be provided for:

- Connecting to home networks, the internet, printers, or other devices
- Personal email accounts and settings
- Software issues
- Hardware issues

Whilst the school is not responsible for the areas listed above, we will help if we can, so recommend seeking advice from the IT technical team.

Software / App updates and processes

- the equipment must be made available for any school identified software, App or other updates and processes, or completed (with instruction) by the student within the advised timeframe
- the school will provide information about standard software programs and applications required for installation on devices and will advise when new software or applications need to be installed or purchased.