



**VICTORY**  
Lutheran College

The background of the entire page is a photograph of hands typing on a laptop keyboard. The image is slightly blurred, focusing on the action of typing. A diagonal red line runs from the top left towards the bottom right, separating the logo area from the main text area.

# **2020**

## **BYOD Classroom Guidelines and Student Agreement**

### **Years 4-12**

# ICT and eSafety Policy

The overall aim of Victory Lutheran College is to provide a safe learning environment with an eSafe (electronically safe) culture which is in keeping with the values of the College. The objective of this Agreement is to ensure the safe and ethical use of ICT within the College community.

The College provides you with the opportunity to use ICT equipment/devices and gives you rights to use and access services on the College network. The College expects you to act responsibly as you would with all other College equipment and facilities. All students from Years 4 -12 have individual usernames on the College Network. Years 2 and 3 students are provided with unique email addresses but their use is strictly monitored by their teacher.

The conditions outlined in this document apply to the use of the electronic communication system at the College. Electronic communications include, but are not limited to, all internet, intranet and email activities and related applications. The authorised users of the College's electronic communication systems are required to comply with the Agreement.

Breaches of this Agreement can undermine the values of the College and the safety of the eLearning environment, especially when ICT is used to facilitate misconduct. Such a breach deemed by the College to be harmful to the safety of the College or its members, may result in disciplinary action.

Please note students are not able to commence using the College's computer network, internet access facilities, or other ICT equipment/devices as defined in this Agreement until the acknowledgement page of this Agreement has been signed and returned to the Administration Office.

## Definitions of terms used in this Agreement.

- **'eSafety'** refers to the safe use of the internet and electronic communication systems.
- **'Electronic communication'** includes, but is not limited to communication made by using ICT equipment/devices such as Internet, Intranet, email and mobile phone activities and related applications.
- **'ICT'** the term 'Information and Communication Technologies'
- **'ICT equipment/devices'** include, but is not limited to, computers (such as desktops, laptops/notebooks, iPads, PDA's), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies as they come into use.
- **'Agreement'** means this Agreement and any related eSafety Policy and Agreement which may be developed by the College from time to time.
- **'Prohibited use'** means use of College ICT or privately owned or leased ICT on the College site or at any College-related activity, in a manner which is contrary to the terms of this Agreement.
- **'College'** means Victory Lutheran College.
- **'College related activity'** includes, but is not limited to, an excursion, camp, sporting or cultural event, wherever its location.
- **'Unacceptable use'** includes, but is not limited to, acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, deliberate defacement or damage to any ICT device or equipment, plagiarism, gaming, impersonation/identity theft, inappropriate use of email.

Your username gives you special privileges and responsibilities. Each user is responsible for how this is used. Before you are given access rights, you will need to agree to a number of conditions, which are outlined below.

## 1. Security

- 1.1. For security reasons we expect you to keep your passwords and network login details private. You need to keep all your drives and files secure, and prevent others from accessing your work without permission. You must respect the rights and privacy of others and under no condition access their network accounts though their password and login, or through unacceptable use or illegal means: eg Hacking.

## 2. Storage

- 2.1. Make sure to save all documents on your VLC One Drive. All documents will be continuously synced keeping you protected at all times where you have an Internet connection.
- 2.2. Shared documents will be stored using one of Microsoft Office's many platforms eg. OneNote, SharePoint, Teams etc. All Microsoft products are now cloud based constantly syncing to back up your data.
- 2.3. **USB devices** are accepted for school related resources/ documents to be stored on. These are not to be used to transfer games or music to and from the College network.

## 3. Internet

- 3.1. Internet access is provided to students for educational purposes. The College provides access to quality online information sources via the Intranet and Student Café for curriculum material etc. The allowance made to students for Internet use is generous, and appropriate for such educational usage. While the College has a large capacity connection to the Internet, downloading large files such as graphics, sounds and software will quickly use the data allocation provided to each student. **Downloading or streaming music and/or videos is forbidden.** Accessing online sites purely for personal use or entertainment (such as games) is also a breach of this agreement, unless approved by a teacher. Please speak with your teacher or the ICT Support Officer about this if you are in doubt.
- 3.2. Use of file-sharing, torrents, VPN's, proxies are specifically banned and blocked by our system. BYOD students are not to use such services at school and should ensure they are disabled.
- 3.3. Access to the Internet via the College's facilities may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. You must respect laws and other people's rights, including copyright laws and antidiscrimination laws. Use of social networks (such as Facebook), public chat sites and programs are not permitted. **All use of the Internet is recorded and the Information Technology Department can monitor all Internet sites visited by students should there be cause for concern. Random monitoring also takes place throughout the year. This also applies to BYOD students.**

## 4. Mobile Phones, iPods and other Personal Electronic Devices (PED's) and BYOD

- 4.1. The Administration Office is the appropriate means for contact between parents/guardians and children while the child is at school. Mobile phones are not to be used for this purpose. Permission to have mobile phones and PED's at



school or while under the College's supervision is dependent on the parent/guardian giving permission each year in the form of a signed copy of this policy for each child permitted to have these. Parents/Guardians may withdraw their permission at any time by notifying the College. All mobile phones must be switched off when the student arrives at the College, and must not be switched on again until leaving the College's supervision.

**4.2 Mobile phones must not be connected to the College network** and are not acceptable for our BYOD program.

**4.3. All students in Foundation to Year 6** must hand their PEDs in at Administration. **Secondary School students** may leave theirs in their lockers during the day. In cases where security is considered an issue, Secondary School students should hand PEDs into the Administration Office.

**4.4. Years 5-12 students** are required to participate in our **BYOD** program (optional for Year 4 students) and should familiarise themselves with the conditions and expectations outlined in our BYOD Handbook. These devices may be used by students throughout the day.

**4.5.** Staff are entitled to confiscate mobile phones or PED's from students who carry/use them during the school day. Students can collect these from the Administration Office after school. Subsequent infringements will result in a parent/guardian being required to collect the device from the Administration Office.

**4.6. BYOD student devices can be confiscated** by staff if they're suspected of breaking this agreement in any way. Parents/Guardians will be asked to collect the device and discuss the suspected breach with the Head of School or Principal.

**4.7.** Personal music must never be listened to during class. Earphones or headphones must be carried by students, but only used if explicitly instructed to by a teacher for class purposes (not personal music). Years 11 and 12 may listen to personal and appropriate music stored on their device during designated study periods in Argus, but must never stream music or video.

**4.8.** Mobile phones and PED's are each student's responsibility. The College can not be held liable for damage, loss or theft.

**5. Copyright**

**5.1.** Copyright laws and licensing agreements must be respected and sources appropriately acknowledged and referenced. You are expected to abide by the Copyright Laws and licensing agreements. The fair dealing legislation allows student use of copyrighted materials provided they abide by attribution and referencing of materials.

**6. Network Printing & Internet Use**

**6.1.** The College provides network printers and Internet for student use. A reasonable print allocation and download limit is provided to each student. If this allocation is exceeded, the ability to print at school and browse the Internet will be suspended until additional print capacity is purchased by the student at the Administration Office.

**7. Email**

**7.1.** Email is only used in class time at the request of the class teacher or as required for school communication at home.  
**7.2** Use of public chat sites and programs is not permitted, unless agreed to by the class teacher. It should be noted that your

email address carries the College name. Therefore, the email network must NEVER be used to make comments that:

- (a) are rude, obscene or offensive, including discrimination against any person or group;
- (b) are discourteous to an individual or organisation;
- (c) might injure the reputation of another person or offend that person;
- (d) are trivial or likely to annoy the receiver.

**8. Laptops/Personal Computers/Tablets/iPads/BYOD**

- 8.1.** Only students in Years 4-12 may bring a BYOD for school use.
- 8.2.** Students in other year levels may be granted special permission by the Head of School to BYOD for special learning needs or circumstances.
- 8.3.** If permission is given to bring a device to the College, it is agreed to use it only during school periods, for schoolwork only. Students will be personally responsible for preventing loss or damage to the computer.
- 8.4.** Because of the requirements of the Victorian Curriculum and Assessment Authority, there may be instances when class work and/or assessment can not be completed using the portable computer. This will be decided at the discretion of the classroom teacher.

**9. Privacy**

- 9.1.** The Privacy Act requires the College to take reasonable steps to protect the personal information that is held by the College from misuse and unauthorised access.
- 9.2.** Whilst access to the facilities is provided by way of a personal account, authorised members of the College ICT Department reserve the right to investigate the way you use the facilities including email, network storage space and internet browsing.
- 9.3.** It is understood that BYOD students will have personal information on their device. They are expected to manage this entirely. The College bears no responsibility for the misuse or unauthorised access of these devices.
- 9.4. Personal Hotspots and bypassing the Victory internet filters and firewalls are specifically banned** whilst at school.
- 9.5.** While after school use of technology by students is the responsibility of parents/guardians, College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College. This also applies to College related activities. Any breach of this whilst at school will incur College Behaviour Management Policy consequences. Breaches of this outside of school may involve College consequences and/or police involvement.
- 9.6.** The College takes a strong position to protect privacy and prevent personal information and opinions being published over technology networks including Facebook, Instagram, YouTube, Twitter (and any further new technology).

**10. eSafety**

- 10.1.** It is the responsibility of all students to be proactive to ensure their safety in online environments. The College provides education for students about safety with ICT. The following Code of Conduct provides some guidelines for use of the internet and electronic communication systems.

# Acceptable Use Agreement

It is required that both the student and their parents/guardians must agree to this Acceptable Use Agreement and the ICT and eSafety Policy before the student can access the College digital systems and Internet resources.

By signing the BYOD Classroom Guidelines and Student Agreement, both parents/guardians and students have accepted and understood the College ICT and eSafety Policy, the Acceptable Use Agreement and the BYOD Classroom Guidelines.

## STUDENTS

### COLLEGE COMPUTER/INTERNET USE (ALL STUDENTS)

**I accept that:** Breaching this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the College's Behaviour Management Policy.

### MOBILE PHONE/PED USE (ALL STUDENTS)

**I accept that:** Breaching this agreement will result in my mobile phone or PED being confiscated and privileges removed, either temporarily or permanently and that this may be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the College's Behaviour Management Policy.

### BYOD STUDENTS (YEARS 4-12 AND EXCEPTED STUDENTS ONLY)

**I accept that:** participation in the BYOD program means my device is to be used only for school work when at the College. I also understand that the College can not accept liability in any form should the computer be stolen or receive any damage during the period it remains on the College premises. I have read and accept the terms, conditions and expectations outlined in this agreement and the College BYOD Handbook.

## CODE OF CONDUCT

When you use electronic communication your behaviour should be in keeping with acceptable College standards. Undesirable behaviour includes browsing, downloading or distributing material of an antisocial nature, pornographic, violent, destructive, demeaning or denigration of others, swearing and harassment. Under no circumstances should ICT equipment be used to facilitate behaviour which is either inappropriate in the College environment or illegal.

### eSafe Online Conduct

- I will not post pictures of myself or my friends online. I will use an avatar to represent myself.
- I will be careful about sharing too much personal information (such as but not limited to, my last name, home or email addresses, any telephone numbers, including mobile numbers)
- If I am not sure if it is safe to say something, I will ask my teacher or parent/guardian. For example, "I like basketball and want to write a lot about basketball online. That is fine but I should not write the full name of my team and where and when we practice."
- Anything I communicate online – words, pictures, video or other projects will be something I would be happy to have my parents/guardians or teachers see. I will use appropriate language and I keep in mind at all times that I am representing myself, my family and my school to the whole world.

## PARENTS/GUARDIANS

### COLLEGE COMPUTER/INTERNET USE

As the parent or guardian of this student, I have read the ICT & eSafety Acceptable Use Agreement. I understand that the ICT equipment/devices at the College are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges. I also understand that theft or damage to equipment will result in a bill for the cost of replacement parts or repairs.

### INTERNET ACCESS

I understand that it is impossible for the College to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the College will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility to avoid access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

### MOBILE PHONE/PED USE

As the parent or guardian of this student, I have read the ICT & eSafety Acceptable Use Agreement. I understand that I should not attempt to contact my son/daughter on their mobile phone during school hours. I also understand that if my child's phone or PED is confiscated a second time, I will be required to collect it from the College Administration Office.

- I will use images that I create myself or that I know are from shared, copyright-free sources. When I use other people's words or images I will give them credit.
- If I feel uncomfortable or threatened in cyberspace I will report it to a teacher.

### Mobile Phone / PED Conduct

- I will not bring my phone/PED/BYOD to school unless authorised in this document by my parents/guardians.
- I will turn my phone/PED off upon arriving at school and will not turn it on until I leave school.
- I will secure my phone/PED in my locker during the day or leave it at the Administration Office and I understand that the College is not liable for any damage, loss or theft.

### BYOD Conduct

- I will not bring my personal BYOD to school unless authorised in this document by my parents/guardians and I have read and understood the requirements specifically outlined in the BYOD Handbook.
- I will not use my device for non-school purposes whilst at the College.
- I am responsible for the security, condition and maintenance of my device.
- I will ensure my device is fully charged each day before bringing it to the College.

# BYOD Classroom Guidelines and Student Agreement

Possessing and using a personal electronic device at Victory Lutheran College is a privilege and not a right. Please respect all rules and policies. These guidelines are required to assist teachers in their duty of care to all students.

By agreeing to the BYOD Classroom Guidelines below, students and their families have also agreed to abide by the full 'ICT and eSafety Policy' and 'Acceptable Use Agreement' at Victory Lutheran College.

The BYOD Classroom Guidelines and Student Agreement will be emailed to all families before the start of each new school year. Students and their parents/guardians are required to accept and sign the BYOD Classroom Guidelines and Student Agreement form and return to their Primary Classroom Teacher or for Secondary students, to their relevant Year Level Team Leader at the start of the new school year.

If this agreement is not signed and returned, students will not be allowed to bring devices to the College.

## GUIDELINES

1. Technology devices are tools for learning, not toys.
2. Devices are to be brought to Victory Lutheran College fully charged each day.
3. Devices are to remain closed or off in class until otherwise instructed by the teacher.
4. Personal hotspots, tethering and personal data plans are never to be used at the College.
5. Mobile phones must never be carried around the College or used between 8.30am and 3.15pm unless explicitly requested by a teacher for a learning purpose in a lesson.
6. Audio, video or photographic recordings must never be taken at the College unless your teacher has granted permission for a school-related task.
7. YouTube or other streaming services and social media are never to be used whilst at Victory Lutheran College, unless express teacher permission is given. Bittorrents, KODI and the like are never allowed.
8. Students are responsible for the security of their own device. Victory Lutheran College provides a locker for each student and can not be held responsible for any loss or damage to devices. Passwords/accounts must never be shared. Students are not to touch other students' devices without their express permission.
9. Devices are not to be used in the yard during break times.
10. College staff are permitted to view what information has been accessed or stored on your device. Suspected serious breaches may be investigated more thoroughly by the College ICT Department.

## PERSONAL MUSIC

Personal music must never be listened to during class. Earphones or headphones must be carried by students, but only used if explicitly instructed to by a teacher for class purposes (not personal music). Years 11 and 12 students may listen to personal and appropriate music stored on their device during designated study periods in Argus, but must never stream music or video.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
STUDENT

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
PARENT/GUARDIAN

## CONSEQUENCES FOR BREAKING THE AGREEMENT

- A warning will be given and, if need be, the teacher will make an infringement record notifying parents/guardians and staff.
- Devices can be confiscated and investigated by staff/ICT if suspicion of a serious breach is reasonable.
- Repeated or more serious infringements of guidelines will see possible removal of device access for a period, suspension from the College and/or police involvement.

*Not all device misuse is the same. Some misuse could result in greater consequences than those listed above.*



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