The School for Student Leadership

Digital Learning

Acceptable use agreement

OUR COMMITMENT TO THE RESPONSIBLE USE OF DIGITAL TECHNOLOGY

At the School for Student Leadership, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

WHAT WE DO

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • We do not allow students to bring mobile devices to our program. • We have clear and appropriate consequences when students breach these expectations, in line with our **Student Wellbeing and Engagement Policy**.
	We teach appropriate conduct • We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	We partner with families • We work with students' base schools, parents and carers to understand the digital technology-related issues they are facing.
	We provide access to technology • We provide access to educational software for students to use, including Microsoft 365. • We use student email accounts which are non-identifiable.
	We supervise digital learning • We supervise students using digital technologies in our programs, consistent with our duty of care. • We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students • We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. • We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents • We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. • We refer suspected illegal online acts to the police.

WHAT WE EXPECT

Below are our expectations of students at the School for Student Leadership when using digital technologies.

Be safe

At the School for Student Leadership, we protect personal information and keep safe online.

We do this by:

- Not sharing our password or using someone else's username or password.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.

Be respectful

At the School for Student Leadership, we are kind and show respect to others when using technology.

We do this by:

- Acting with kindness and never bullying or impersonating others online.
- Thinking about how our words might make others feel before we say or write them.
- Only taking photos or recordings of others when they are aware and have given us permission to do so.
- Seeking permission before sharing others' information online.
- Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.

Be responsible

At the School for Student Leadership, we are honest, handle technology with care and follow the school rules.

We do this by:

- Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.
- Following the terms and conditions of any digital tool we use.
- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help

At the School for Student Leadership, we ask for help if we feel unsure or see something inappropriate.

We do this by talking to a teacher or a trusted adult if:

- We feel uncomfortable or unsafe.
- We see others participating in unsafe, inappropriate, or hurtful online behaviour.
- We notice any damage to school technologies.
- We need help understanding about a digital tool or how it can be used.

SUPPORT FOR STUDENTS

For useful information to help you stay safe online, the e-Safety Commissioner provides information for young people, and outlines available counselling and support services.

REVIEW AND APPROVAL

Last reviewed	Term 2, 2024
Consultation	School website and students' home schools via information packs
Approved by	Principal
Next scheduled review date	Before Term 3, 2026