

Y Whittlesea

ICT and Digital Learning Acceptable Use Agreement

Y Community School

1. Purpose:

The purpose of this agreement is to ensure that all members of the school community are clear that ICT is provided at the school for the purposes of learning, is an essential part of modern learning programs and that they understand the correct use of ICT in the school to ensure a safe and productive learning environment.

2. Scope:

This policy applies to all staff students and visitors to Y Community School whether on the school premises or when attending an event, camp, excursion or other learning program organised by the school.

Please note: This policy does not apply to the use of ICT in other programs delivered by Y Whittlesea or to staff working in other areas of Y Whittlesea's operations.

3. Definitions:

- **'The Y', 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth & Community Services LTD
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth & Community Services LTD.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign documentation in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status and a legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.
- **Information and Communication Technologies (ICT):** A collection of technologies including all devices, networking components, applications and systems that combined allow people and organisations to interact in the digital world. This includes the 'traditional' technologies such as landlines, internet and mobile technologies, and emerging technologies such as artificial intelligence.

4. Principles:

The principles below outline the way in which the school will approach the use of ICT to enable learning and keep students safe in the online environment.

- ICT is a valuable tool for learning, communication, social connection, and accessing goods and services in the modern world. The school will provide ICT tools to support students and will use these to ensure students are able to participate as fully as possible in modern society as they move through and beyond the school.
- The principal purpose for provision of ICT at the school is as a tool for learning. Students and staff are required to ensure this is the focus of ICT use and that the tools and resources provided are kept in good condition for this purpose.
- ICT tools and resources are of themselves neither positive negative – this is determined by the way they are used. The school will focus on students learning how to use ICT ethically and understanding that the online environment is subject to laws and codes of behaviour in the same way as the physical world.
- The ICT world is rapidly changing and often changes faster than policies and procedures can be adapted. The school's role is to ensure students are supported and prepared to manage this change and to take advantage of the ICT developments which emerge over time. As such this agreement does not exclude any device or technology and covers any digital communication device, tool, app and technology.
- Many young people are excluded from full participation by the 'digital divide' resulting from variable access to resources. The school will seek to ensure access is equitable and addresses disadvantage and lack of access to resources wherever reasonable possible.
- School staff will monitor and support students to use ICT productively to support their learning. Where students are in breach of this agreement staff will use the principles in the YCS Student Engagement and

Management Policy to address this and wherever necessary seek support from the school leadership in doing so.

- The school will utilise specialist firewalls and monitoring of ICT usage designed for schools to monitor the usage of staff and students. Staff will be supported to use and monitor their students access and respond to any identified issues. Students and parents will be advised of any issues detected through this software.
- Private (non-school / learning) based use of ICT is only supported where it does not interfere with engagement and learning. Where personal use is disrupting learning, this will be addressed in recognition that learning to manage personal technology use is an important competency in the modern workplace.

5. Expectations:

Students and staff are expected to follow the principles above and the behaviours and expectations outlined below when using any ICT device within the school including devices they have brought to school and are using within the school program and or on the school provided network. Where a student is uncertain, they need to seek the support of staff in understanding how best to use ICT to support their learning in a safe and productive way.

1. I will use the internet and mobile communications safely and responsibly. If I find myself in unsuitable internet locations, or subject to abuse or inappropriate material on any app, I will immediately click on the home or back button and inform the nearest available staff member.
2. I will care for the schools ICT equipment and make sure it is available for other students to use after me. I will do this by leaving the computer / laptop / iPad / other device in the same condition as I found it by:
 - a. Treating equipment with respect, not deliberately damaging it, and reporting any damage or other problem as soon as I notice it.
 - b. Not changing the desktop in any way.
 - c. Not installing or uninstalling any software, apps etc unless directed to by my teacher.
 - d. Storing personal documents on the student drive provided for me by the school.
 - e. Not connecting ANY portable electronic device to the computer, incl. mobile phone.
 - f. Contacting the teacher if the computer asks to update or install software.
3. I will only access the online environment during learning hours for purposes agreed to with my teacher and that support my learning plan.
4. I will not use material from other websites unless I have permission from the person who created the material. When using material from public sources as part of my work, I will acknowledge and record where this has come from and that it is not my own work. If I am unsure, I will check with my teacher.
5. I will not give out personal information such as my surname, address or telephone number unless this for a specific purpose agreed to and known by my teacher, for instance to develop a job application organise work experience or as part of a school approved community project.
6. I will never send personal pictures without first checking with my teacher.
7. I will not respond to any messages that are unpleasant, abusive, threatening or that make me feel uncomfortable.
8. I will inform a teacher if someone sends an unpleasant, unacceptable, or threatening email, message or any other communication by any platform or app.
9. I will not use the online environment or any online platform or app to frighten, annoy or bully other people. I know that online bullying is just as wrong as face-to-face bullying and is covered by the school's bullying and harassment policy.
10. I will follow school guidelines and procedures when preparing material for publication on the web and make sure a school staff member has checked it before publication.
11. I know that mobile phones, smart watches and any other portable devices are covered by this agreement and will ensure that I use these in the line with the agreements above. I know that using them in the wrong way may mean my use of these devices at school may be restricted.
12. I understand that the agreements above may apply to my behaviour outside of school hours, especially those relating to bullying, using other people's work as my own, and safe behaviour while using ICT. I will not use ICT to make any student or staff member feel unsafe at any time. I know that this agreement applies at all times that I am using any school provided device.
13. I understand that breaches of these expectations may mean my use of and access to ICT at school may be limited for a period of time, as determined by my teacher, and that I may be liable for any expenses incurred for unauthorised access.

5.1 Student acknowledgement and acceptance:

I have read discussed the expectations above during my enrolment meeting and agree to follow them and discuss any concerns with my teacher or another staff member.

Student Name: _____

Signature: _____

Date: ___ / ___ / _____

5.2 Parent acknowledgement and acceptance:

I have read discussed the expectations above during my child's enrolment meeting. I will support my child to follow them and understand that the school will provide supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Student Name: _____

Signature: _____

Date: ___ / ___ / _____

6. Related policies:

- YCS Child Safety and Wellbeing Policy
- YCS Bullying and Harassment Policy
- YCS Student Engagement and Management Policy

7. Document Control:

Review of this policy will be undertaken by the Executive Manager Y Schools every two years, or prior as required by law, in consultation with appropriate People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/04/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Agreement created	Paul van Breugel	Executive Manager Y Schools 21/6/2023	1/11/2023