



# ACCEPTABLE USE AGREEMENT

(Personal and School Digital Technologies)

U: Public\Policies & Procedures\Approved  
Procedures\Acceptable Use Agreement.doc

Authorised by: **Principal**  
Approved by: **School Council**  
20/08/25

Date Created: 01/06/15

Last Updated: 12/08/25

Review Date: 2028

Page Number: 1 of 4



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College, 5381 7100, or email [horsham.co@education.vic.gov.au](mailto:horsham.co@education.vic.gov.au).

## A: School Profile Statement

Horsham College recognises the need for students to be safe and responsible users of digital technologies. We believe that teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We need to work together to encourage this behaviour.

21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online.

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home.

It is a requirement of Horsham College that all students and parents/guardians abide by, sign and return this Acceptable Use Agreement (AUA) before receiving access to any Digital Technologies mentioned in this agreement.

### At Horsham College we:

***Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.***

***Support the development of our students' digital literacy skills. Raise our students' awareness of issues such as online privacy, intellectual property and copyright.***

***Supervise students and provide direction when using digital technologies for educational purposes.***

***Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.***

***Respond to issues or incidents that have the potential to impact on the wellbeing of our students.***

***Know that some activities are illegal and as such we are required to report this to the police. Student devices will be monitored for***

## B: Conditions of Use

### Includes all school funded and BYOD digital devices

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to):

- school owned ICT devices (e.g. laptops, iPads, printers, scanners)
- personal digital technologies
- email and instant messaging
- internet and Horsham College portal
- social networking sites (e.g. Facebook and Twitter)
- video and photo sharing websites (e.g. Picasa, YouTube)
- blogs (e.g. eduBlogs)
- forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video and web conferences.

Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private and may be viewed by the Network Administrators at any time.

Personal devices found with inappropriate/unauthorised content will be confiscated and the parent/guardian notified.

### Loss or Damages

Horsham College and the Department of Education (DE) does not hold insurance for personal property brought to school and it will not pay for any losses, damage or misuse of such property.

### Student Responsibilities

The student is responsible for:

- the physical safety of their device
- taking their devices home each night. *Note: devices are not to be left in lockers overnight*
- bringing the device to school fully charged. *Note: students are not permitted to charge devices in class*
- adhering to the school's Acceptable Use Agreement when using digital technologies
- backing up their data securely
- connecting to their nominated education accounts

### Inappropriate use

- Any student found acting in breach of the Student Declaration guidelines will be subject to consequences as outlined in the college's Student Wellbeing & Engagement Policy, and behaviour procedures.

## C: Student Declaration

**When I use any digital technologies (including my personal mobile phone) 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 verbally or in writing, participating in online bullying (for example, harassing phone calls/text messages, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting and respecting the privacy of myself and others by:
  - not giving out personal details including full name, telephone number, address, passwords and images to anyone except the technicians or the teachers
  - only taking photos or recording sound or video at school when I have formal consent or is part of an approved lesson. Photos and recordings are not permitted anywhere it would be considered inappropriate, such as in change rooms or toilets
  - obtaining (written) consent from individuals who appear in images or sound or video recordings before forwarding them on to other people or posting/uploading them to online spaces
  - carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am. I need to be aware that all online activities leave a digital footprint for life
  - understanding that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons
  - agreeing to not use the device or knowingly search for, link to, access or send anything that is: offensive, pornographic, threatening, abusive or defamatory
- talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- investigating the terms and conditions (e.g. age restrictions, parental consent requirements) and if my understanding is unclear I will seek further explanation from a trusted adult
- confirming that I meet the stated terms and conditions, completing the required registration processes with factual responses about my personal details
- using digital technologies for educational purposes only and using equipment properly
- abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- not bringing to school or downloading unauthorised programs, including games, torrents, tunnelling or peer to peer software, or run/install them on any College owned device
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student
- not connecting to other networks (tethering, hotspots) or by-pass any network/security settings
- only storing school related work on the school's network or digital technologies
- using digital technologies in a manner that will not be disruptive to others or the routine of the school. This includes school excursions, camps and extra-curricular activities
- placing digital devices in a designated secure location during exams or assessments.



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Consultation: **School Community**

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***Please Note:***

***Personal Electronic Devices are brought to school at the owners' risk. Horsham College and the Department of Education (DE) does not hold insurance for personal property brought to school and it will not pay for any losses, damage or misuse of such property. Students are discouraged from bringing any unnecessary or particularly valuable items to school.***

- *I understand that this Acceptable Use Agreement applies when I am using any digital technologies at school, during school excursions, camps and extra-curricular activities.*
- *I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.*
- *I understand that there are actions and consequences if I do not comply with the conditions of use as outlined in this agreement.*

☐

*I understand that the annual IT Equipment Support fee of \$30 needs to be paid prior to bringing the device to school.*

<b><i>Student Name:</i></b>	<b><i>Year Level:</i></b>
<b><i>Student Signature:</i></b>	
<b><i>Parent/Guardian Name:</i></b>	
<b><i>Parent/Guardian Signature:</i></b>	
<b><i>Date:</i></b>	

Please contact the IT Department at Horsham College by phoning 5381 7183 for further information regarding this document.

***The BYOD Policy and BYOD Equity Policy are available on the Horsham College website.***