

Melbourne High School Acceptable Use Agreement (AUA)



MELBOURNE HIGH SCHOOL ACCEPTABLE USE AGREEMENT (AUA)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at mhs@mhs.vic.edu.au.

PURPOSE

The purpose of the Acceptable Use Agreement is to provide the Melbourne High School Learning Community with a framework that communicates the expectations about values, responsibilities and behaviours related to all use of digital technology.

At Melbourne High School we are committed to building a culture of respect, integrity, courage and compassion. 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.

SCOPE

Students are expected to observe and comply with this Acceptable Use Agreement in all their internal and external use of digital technology during their years of enrolment at Melbourne High School, and beyond.

DEFINITIONS

Acceptable Use








Acceptable use is defined as practices that individuals must abide by in order to use networks, devices or other digital tools and resources.

Digital Technology

For the purpose of this document, “digital technologies or tools” are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate (in written form or through emojis), copy or send any information such as text, images, audio, or video.



What we do



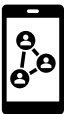


	<p>We set clear expectations</p> <ul style="list-style-type: none"> We have clear expectations about appropriate conduct using digital technologies as set out in this document. Our Mobile Phone Policy outlines our school’s expectations relating to students using mobile phones during school hours. We have clear Generative Artificial Intelligence Student Guidelines. We have clear and appropriate consequences when students breach expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"> 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.
	<p>We communicate with families</p> <ul style="list-style-type: none"> We share information with parents and carers to help them understand digital technology-related policies and how to respond to issues they may face. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> We maintain a 1:1 Device Program and provide access to educational software (such as, but not limited to, Microsoft Office products, Canvas and online resources like Edrolo, Education Perfect, etc) for students to use. We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> We supervise students using digital technologies in the classroom and on school networks, consistent with our duty of care. We use clear protocols and procedures to protect students working in online spaces.
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> 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.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> 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.



How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Parents don't need good computer skills to help children use their devices. Your interest and encouragement are more important than computer skills.

Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p>Establish clear routines</p> <ul style="list-style-type: none"> • Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include: <ul style="list-style-type: none"> ○ Requiring devices to be used in a common area, such as a living room or study area ○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	<p>Restrict inappropriate content</p> <ul style="list-style-type: none"> • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p>Talk about online safety</p> <ul style="list-style-type: none"> • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. • Encourage your child to think and question both the information they obtain from the Internet as well as the people that they encounter. • Encourage your child to talk to you or another trusted adult if they feel unsafe online. • Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take.
	<p>Model responsible and balanced technology use</p> <ul style="list-style-type: none"> • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.* • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child. Agree upon time limits around device usage. • Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.
	<p>Work with us</p> <ul style="list-style-type: none"> • Read carefully through the MHS 1:1 Device documentation. • Let your child's teacher know about concerns you have regarding their technology use • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

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*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

MHS 1:1 device program

MHS operates a 1:1 Device program. Parents/carers are invited to purchase a device for their child to bring to school. Please refer to the [MHS 1:1 Device Handbook](#) for more information.

Parents should also understand that:

- The school may check the device at any time. All content created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all content and files on the computer network, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender. For more information on how information is collected and used please see the [school's privacy policy](#).
- Disciplinary measures will be taken if there are breaches of the AUA. When a student acts in breach of the behaviour standards of the MHS community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), the School will institute a staged response, consistent with our policies and the Department's [Student Engagement and Wellbeing Policy](#).

Breaches of this policy by students can result in various consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
 - removal of email privileges
 - removal of internet access privileges
 - restrict access to aspects of school online platforms
 - other consequences as outlined in the school's [Student Wellbeing and Engagement](#) and [Bullying Prevention](#) policies.
- Applications can be installed on the device as long as they are within the AUA. Although there are many free applications, some applications require to be purchased.

Support for parents and carers





MHS will keep you informed through the school website, newsletters, email and parent information evenings. Parents are encouraged to become familiar with cyber safety issues. The Department of Education and Training provided [Interactive Learning Modules](#) for parents. To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#). For further support with online issues **students** can call Kids Helpline on 1800 55 1800.

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What we expect from students

Below are our expectations of students at Melbourne High School when using digital technologies.

<p>Be safe</p> 	<p><i>At MHS, we protect personal information and keep safe online.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">• 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.
<p>Be respectful and considerate</p> 	<p><i>At MHS, we are kind and show respect to others when using technology.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">• 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.
<p>Be responsible and ethical</p> 	<p><i>At MHS, we are honest, handle technology with care and follow the school rules.</i></p> <p>We do this by:</p> <ul style="list-style-type: none">• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.• Understanding and 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.• Turning off and securely storing our mobile phone during school hours.• Ensuring a healthy balance between screen time and offline activities at school.• Not using the Melbourne High School name, logo or images on social media and web platforms outside of the designated school social media and web platforms.
<p>Be courageous</p> 	<p><i>At MHS, we ask for help if we feel unsure or see something inappropriate.</i></p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none">• 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.

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About Safe Usage

What does being safe online mean?

With devices, like any other device that can directly connect to the internet, it is important they are used safely and responsibly at home as well as at school (your computer is an educational device). Schools have web filtering and will use the devices specifically for learning. However, in the home with Internet access, students will generally be connected to unfiltered internet and there will be an opportunity for the student to use other computers for social connections and leisure activities.

What is Cyberbullying?

Digital technologies provide individuals with a powerful and possibly anonymous means of communicating instantly with others in both positive and negative ways. Cyberbullying is bullying which uses technology as a means of victimising others. It is the use of services such as email, chat rooms, messaging or social media and networks with the intention of harming another person. Examples can include communications that seek to intimidate, control, manipulate, deride or humiliate the recipient. Activities can include flaming, sexual and racist comments on blogs and walls, denigration, impersonation, trickery, exclusion (“unfriending”) and cyber stalking. The targeted person often feels powerless and may need help.

Reporting bullying at MHS

The school views cyberbullying as being equivalent to bullying and will treat any incidents of cyberbullying and bullying in the same manner as per the [Bullying Prevention Policy](#). Students should talk to their Form Teacher, an SLC, Wellbeing or another trusted adult to report incidents of bullying or cyberbullying.

For all other online bullying not connected to MHS platforms, please access the [eSafety Commissioner reporting link](#).

What is an E-Crime?

E-crime occurs when a computer or other mobile computing device is used to commit an offence, is targeted in an offence, or acts as a storage device in an offence. Cyberbullying, due to its threatening nature, is therefore an e-crime, a fact not clearly understood by those involved. Any form of cyberbullying or e-crime must be reported to the school. It will firstly be dealt with through the School’s Acceptable Use Agreement. Serious breaches are a police matter and will be dealt with through State and Federal Laws.

What is Copyright and Intellectual Property?

Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks.

Not everything on the Internet is true, accurate or unbiased. It is important that students respect the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet. For more information on Academic and Intellectual Integrity, please view the [MHS Academic and Intellectual Integrity Policy](#).

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](#).



Student Agreement

- I should speak to my parents or teachers about this agreement if I don't understand what it means, or if I have questions I would like to discuss.
- I am expected to complete an online AUA module and test during induction at MHS. I must receive 100% on the test as a digital form of agreement of the AUA.

In relation to my school device, I should:

- Clearly label my device and charger with my name and class,
- Keep my device locked in my own locker when I am not able to secure it (for example, when I will be away from my books or bag during recess, lunch or sport).
- Keep my device in its protective case to prevent damage if dropped.
- Take my device home each night.
- Bring my device to school fully charged each day.
- Back up my work using OneDrive on a regular basis.
- Understand that in the event of repair work being done on the device, that all work may be lost.
- Understand that I may install any software that they wish, but this software needs to conform to the MHS AUA. My device may be inspected at any time by MHS technical staff or MHS staff members.

In relation to the AUA, I understand that:

- This Acceptable Use Agreement applies to all digital technologies and environments. Digital technologies and environments are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate (in written form or through emojis), copy or send any information such as text, images, audio, or video.
- This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, camps and extra-curricular activities.
- When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by respecting the expectations listed in the AUA.

I understand and commit to uphold the expectations on me as a student at Melbourne High School when using digital technology. In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times. I will continue to learn about how to use digital technology in a safe and responsible way.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	25 November 2024
Approved by	Principal & MHS School Council
Next scheduled review date	November 2027