



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053

At Travancore School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the roles and responsibilities of Travancore School in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

## Travancore School roles and responsibilities

- Ensure that we adhere to our **Student Wellbeing and Engagement Policy** that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Use programs to educate our students to be safe and responsible users of digital devices and technologies.
- Provide information about digital access issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital devices and technologies for school-directed learning.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures:
  - See: Duty of Care and Supervision (<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and carers to understand safe and responsible use of digital devices and technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training Victoria and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - iParent | Office of the Children's eSafety Commissioner  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student declaration and agreement

When I use digital devices 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums.
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult.
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes.
- Handling digital devices with care and notifying a teacher of any damage or attention required.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing apps or websites that fall outside of Travancore School's policies.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security or the data of another user.
- Not attempting to log into the network or online service with a username or password of another person.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out in this agreement.

I agree to always use digital devices appropriately at Travancore School, including in the classroom, for school-directed learning and during school excursions/extra-curricular activities.

Student name	
Student signature	
Parent/carer name	
Parent/carer signature	
Date	