School profile statement

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

At our school we:
- Have a ***Student Wellbeing and Engagement Policy*** (https://cambridgeps.vic.edu.au/school/#school-policiesforms) that outlines our school's values and expected student behaviour. This Policy includes online behaviours.
- Have programs in place to educate our students to be safe and responsible users of digital technologies such as Bravehearts, Cyber Safety (eSafety Commissioner) and Respectful Relationships.
- Educate our students about digital issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital 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 earliest opportunity, and other measures.
  - See: Cybersafety and Responsible Use of Digital Technologies (https://www2.education.vic.gov.au/pal/cybersafety/policy)
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support student 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/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education and the eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - eSafetyParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

Student declaration

I understand that, at school, my BYOD device is to be used to support my learning/education and I am responsible for:
- Bringing my device to school each day, fully charged and ready for use.
- Ensuring my device is protected (e.g. in a case) when transporting it around school and not running while holding my device.
- Storing my device in a safe location when not being used (e.g. not leaving my device on the floor).
- Keeping food and drinks away from my device.
- Immediately informing the teacher in charge of any accidents or damages to my device.

I will also apply the above responsibilities when using a school provided device.

When I use digital technologies and the internet, I will show ***Respect*** 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.
- 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.
- Handling ICT devices with care and notifying a teacher of any damage or attention required.

When I use digital technologies and the internet, I will show ***Integrity*** by:
- Using my device during learning time as instructed by my teacher, and participating in group tasks.
- Not sending messages/emails or Airdrop files without teacher permission.
- 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.
- 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 platforms.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the school's policies.
- Not downloading unauthorised applications, including games and VPN applications.
- Not interfering with network systems and security or the data of another user.
- Not attempting to log into the network or an online service with a username or password of another person.
- Not giving up when learning new programs or skills online.

When I use digital technologies and the internet, I will show ***Self-resilience*** by:
- Closing any websites that are unsafe or inappropriate and informing my teacher.
- 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.

When I use digital technologies and the internet, I will show ***Excellence*** by:
- 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 and meeting those stated terms and conditions.
- Trying my best not to be distracted by technology and to be a leader for peers.

Consequences

I understand if the above points in the student declaration are not followed, my parents/carers may be contacted, and this may also lead to:
- A verbal reminder then warning.
- Not being allowed to use my device at school for a period of time.
- Removal of network/internet access at school for a period of time.
- Removal of applications not in-line with school guidelines.

Note that if a VPN application is present, the device will be automatically removed from the school network/internet and reconnection will be by negotiation with school leadership and the ICT team.

Signature

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

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular school activities.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____   Parent/Carer name: _____

Student signature: _____   Parent/Carer signature: _____

Student homegroup/class: _____   Date: _____