



Acceptable Use Agreement for Digital Technologies



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

Information for Parents and Carers

Vision for Digital Learning

Albert Park College is committed to integrating digital technologies as an essential teaching and learning tool. The use of technology is designed to transform learning opportunities for students and allow them to be curators and creators of original designs and content, which promote higher-order thinking and challenge. Our guaranteed curriculum is supported by an online portal that allows for learning anytime, anywhere. As an Apple Distinguished School, we continuously invest in technology and professional development to support innovative and effective teaching practices for staff to continue to use technology in contemporary and innovative ways.

Learning at APC is supported with the use of iPads, Apple Pencils and MacBooks. Students must bring a charged device to school each day to be used during class time as a part of the Bring Your Own Device (BYOD) program. Please note that our school does not provide insurance for these devices; parents are encouraged to obtain insurance independently. APC has arrangements to support families who may be experiencing long or short-term hardship in accessing devices.

What we do:

Our Commitment to Digital Technologies:

At Albert Park College we are committed to building a culture of respect and responsibility and this includes the way students 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 are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive, enhanced and personalised learning and development experiences while ensuring a balance with offline learning opportunities. We support students in developing the digital skills they need to make a positive impact in the world.



Parents and carers should refer to the [APC Digital Learning Resources](#) website for more details on the digital resources used at the College and how to set up iPads and MacBooks to support learning.

We promote safe, responsible and appropriate conduct:

The school is committed to promoting the responsible and discerning use of digital technologies, and educating students how to be safe, intentional and responsible. This includes the education of potential online dangers and threats to wellbeing, cyber safety and the appropriate use of the internet, social media, generative Artificial Intelligence (AI) and digital devices (including computers, laptops and tablets). We supervise students using digital technologies in the classroom, consistent with our duty of care.

We educate students on the role of AI including how students can use generative AI tools responsibly and ethically to enhance their learning, while critically evaluating the implications of this evolving technology.

The school provides a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, and we have processes to report and act on inappropriate content. We may access and monitor messages and files sent or saved on our network, if necessary and appropriate. The use of VPNs on the school network is prohibited due to connectivity and privacy concerns.

We partner with Parents/Carers:

Safe and responsible online behaviour is taught in partnership with parents/carers, with the expectation that these behaviours are reinforced at home.

We work with parents and carers to understand the digital technology-related issues they are facing at home.

Parents are able to access the [Parent Portal](#) and view the resources provided on Cyber Safety to help support their child.

Parents and carers are advised to review the Acceptable Use Agreement with their child, ensuring they understand each aspect.

Our school offers a range of digital resources to support families in managing student devices effectively. For guidance on setting up parental controls and steps to minimise distractions on students' devices, please visit our Digital Resources [website](#) for step-by-step instructions.

We set clear expectations:

The school outlines expected student behaviour when using digital technologies including the Internet, social media, generative AI and digital devices. 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. Inappropriate behaviour will be addressed according to school policies, including the [Charter of Respect](#), [Mobile Phone Policy](#) and [Student Wellbeing and Engagement Policy](#). We refer suspected illegal online acts to the police.



Information for Students

Safe, respectful and appropriate Use of Digital Technologies

Albert Park College is dedicated to educating our students on the safe, responsible and intentional use of digital technologies including the internet, social media, generative AI and digital devices (including computers, laptops and tablets). We are committed to address any issues that may impact student well-being effectively.

When using digital technologies I agree to:

Protect my privacy:

- keep my password confidential and not share it with others.
- not use someone else's username or password.
- log out of my devices when they are not in use.

Respect privacy and consent:

- only take photos or recordings of others when they are aware and have given permission to do so.
- never use a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
- protect the privacy of myself and those of other students and staff by not sharing personal information like full names, phone numbers, addresses, or images without permission.
- only take photos or recording if it's part of a lesson and with permission
- not film or record, or be party to the filming or recording, of any behaviour or activity that breaches acceptable behaviour as outlined in the College's [Charter of Respect](#).

Being respectful:

- respect others online by being kind in my communication and not engage in or support online bullying or impersonation of others online.
- never write or participate in online bullying, forward messages and support others in harmful, inappropriate or hurtful online behaviour.
- Value knowledge and learning by being focused in class by using my device for educational purposes and setting up the management of my device to avoid the use and notifications of games, entertainment apps, social media are not used in class.
- respect intellectual property and the ethical use of Artificial Intelligence (AI).
- follow copyright rules by asking permission to use content and citing sources when necessary.
- respect Academic Integrity by appropriately acknowledging work that has been created by someone else, or through the use of generative AI technologies. *Refer to the [Academic Integrity Policy](#).*

Be responsible:

- Bring charged devices to school each day to be used during class time for learning.
- Handle devices with care and not interfere with school-managed network or security settings, other people's work, or devices I do not own.
- Ensure my devices are labelled with my name on them.



- Understand the terms and conditions of websites and online communities, and remember that what I post online is part of my digital footprint.
- Not download or use inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
- Turn off and securely store my mobile phone during school hours.
- Ensure a healthy balance between screen time and offline activities at school.

Asking for help:

- Students are encouraged to seek help or further information on the safe, respectful and responsible use of any of the digital resources including the internet, social media, generative AI and digital devices used at the College.

I will report to the College Staff if:

- I feel uncomfortable or unsafe.
- I see others participating in unsafe, inappropriate, or hurtful online behaviour.
- I notice any damage to school technologies.

Student Agreement

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities. I acknowledge and agree to follow these rules. The Acceptable Use Agreement is to be read in conjunction with [Charter of Respect](#), [Mobile Phone Policy](#), [Academic Integrity Policy](#) and [Student Wellbeing and Engagement Policy](#).

Parents/carers should:

- read and understand the parent information section of this agreement.
- discuss the Acceptable Use Agreement with their child.
- consider how they might support safe and responsible behaviour online, at home

Students should:

- read through the agreement with their parents/carers to ensure they fully understand what they are agreeing to
- sign and abide by the Student Agreement, below.

I, _____ will do my best to:

- be safe to protect personal information and keep safe online.
- be respectful and kind to others when using technology.
- be responsible by demonstrating honesty, handling technology with care and following the school rules.
- ask for help if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

I understand and commit to uphold the expectations of me as a student at Albert Park College when using digital technology.

(Student's signature)

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(Date)

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