ICT ACCEPTABLE USE AGREEMENT
STUDENTS & PARENTS

INTRODUCTION

Salesian College Sunbury (the College) is committed to fostering a dynamic learning environment where Information and Communication Technologies (ICT) are used to enhance student engagement and support meaningful learning experiences. The Bring Your Own Device (BYOD) program empowers students by providing them with access to digital tools that complement face-to-face learning, enabling continuous connection and learning beyond the classroom.

However, with the use of digital technologies comes both opportunities and responsibilities. It is essential that students recognise the potential risks associated with technology use, including online safety, data privacy, and the ethical use of digital tools. This document outlines the responsibilities and expectations for all students (and their parents/carers) to ensure they use their devices safely, responsibly, and in line with the values of the College. By doing so, students will not only benefit from technology but also become responsible digital citizens, equipped to navigate the digital world with integrity and respect.

AIMS

The ICT Acceptable Use Agreement (Students & Parents) has been developed to:

- maximise the learning opportunities for all students
- maximise the safety and protection of all students
- continue to build the knowledge and skills of all students
- improve student learning outcomes

STUDENT BEHAVIOUR EXPECTATIONS

- All communication via the College network or through College-provided applications (including Schoolbox and Office 365 programs) are subject to the College's behaviour expectations and codes of conduct.
- Cyberbullying is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyberbullying is the same as physical bullying, regardless of whether you know the people involved or not.
- Do not access, share or display violent, abusive, racist, vilifying, sexist or sexually explicit material.
- Talk to a teacher or parent if you feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Whilst at school, only use social networking sites at school for educational purposes and as directed by your teacher.
- All students under 16 must not create, access, or maintain accounts on age-restricted social media platforms (as defined by the Online Safety Act 2021, including but not limited to Facebook, Instagram, Snapchat, TikTok, and YouTube). This complies with the federal ban effective 10 December 2025. The school reserves the right to request verification of account deletions or restrictions for students suspected of non-compliance during school hours or on school-issued devices.
- Attempting to bypass age restrictions (e.g., using VPNs, peer accounts, or false information) violates this agreement and federal law, potentially leading to disciplinary action, including suspension of device privileges.
- The College name and logo must never be used to promote or name an online group, unless this has been endorsed by the Principal. Students are not permitted to follow accounts that have been falsely created using the College name/logo.

- All internet activity taking place on College grounds and in school hours must be done via the secure College wireless internet connection. Alternate means of using personal internet connections such as hot spotting, VPN and like/similar connections is not permitted.
- Seek appropriate permission from individuals involved before taking, uploading or sending photos, recorded sound or video to anyone else or to any online space. In the case of media related to the school itself, permission must be sought from the Principal.
- Students must not engage in any form of communication which has the potential to bring the staff, students or the College into disrepute.
- Illegal activities are strictly forbidden. A transmission of any material in violation of any Australian or state law is prohibited. This includes but is not limited to plagiarism or copyright laws or material that is considered by the College to be threatening or obscene. Such instances may be reported to authorities including the Police.
- The use of AI tools, including generative AI, is subject to the same behaviour expectations. Students must ensure that AI-generated content adheres to the College's ethical standards and codes of conduct, including prohibitions on bullying, inappropriate content, and activities that could bring the College into disrepute. All AI use must respect privacy, copyright, and the values of the College community.
- Wearable or covert-capable electronic devices, including smart glasses, camera glasses, AI-enabled eyewear and wearable cameras, must not be brought to, worn or used at school or during College activities. This applies whether or not the device is switched on, connected or actively being used.

Where these standards have not been upheld, the College reserves the right to restrict or block access to the College's ICT resources as appropriate in order to maintain the integrity and safety of the College community.

STUDENT RESPONSIBILITIES

- Ensure that you bring your device to school fully charged each day and that it meets the set guidelines (minimum specifications) for what is an acceptable device.
- Ensure that your device has required software installed, including relevant Office 365 applications.
- Keep your usernames, passwords, passcodes and account details private.
- Use your laptop primarily as a learning tool.
- Keep up to date with news related to eLearning and eSafety via Schoolbox News.
- Always follow the teacher's instructions on the use of your device at school.
- Keep your device safe at all times and lock it up securely when not in use.
- Ensure that your device is charged to get through a full school day without relying on charging. The use of personal AC power chargers is not permitted at school as it does not comply with Occupational Health and Safety standards (OH&S).
- Students and parents must take full responsibility to ensure that any files saved locally on a student device are appropriate and safe to be bringing to school.
- Back your work up regularly using OneDrive to ensure any unexpected device issues don't impact your ability to meet work requirements and due dates.
- If students identify a security problem on their device they must notify the ICT Department either in person or by emailing helpdesk@scr.vic.edu.au.
- Respect the online privacy of teachers and their relatives.
- Students agree to participate in digital citizenship workshops covering: (a) risks of social media (e.g., cyberbullying, misinformation); (b) legal consequences of age circumvention; and (c) healthy alternatives like offline activities or age-appropriate apps.
- Outside of school hours, communication between staff and students should always occur through approved means of communication such as College email, Schoolbox and Office 365 programs.
- Use of AI tools, including generative AI, must align with the responsible use of your device as a learning tool. Students must ensure that any AI-generated content is appropriate for the school environment, adheres to academic integrity, and respects privacy. AI should not be used to compromise the originality of student work, violate privacy, or bypass academic expectations.

TEACHER RESPONSIBILITIES

- Establish clear behavioural expectations when engaging in digital learning activities. with the student's device. In cases where a student fails to comply with the expectations and teacher instructions, the College reserves the right for staff to confiscate a student's BYOD device as outlined in the ICT Policy, Mobile Devices Policy, the ICT User Agreement – Students and Parents and the BYOD Classroom Expectations.
- On house activities and sports days, there is a school camera in use so that photos can be taken on a school device. This will help ensure student's privacy is protected.
- As much as is practical, ensure that online privacy is maintained.
- Outside of school hours, communication between staff and students should always occur through approved means of communication such as College email, Schoolbox and Office 365 programs.
- Ensure that AI tools are used ethically and responsibly in digital learning activities. Teachers must set clear guidelines for AI use, ensuring it supports learning without compromising academic integrity or student privacy. Teachers should guide students in the ethical use of AI, ensuring compliance with the College's policies.
- All ICT tools, including AI tools, must be vetted and approved in accordance with the College's Digital Tools Policy before use in the classroom. This ensures that tools meet security, privacy, and educational standards.

PARENT/CARER RESPONSIBILITIES

- Parents/carers should take responsibility for modelling ethical digital and online behaviours. They should play an active role in educating their child about online safety, responsible technology use, and fostering healthy digital habits.
- Supervising the student's use of the device and the internet at home to ensure that it is being used safely, responsibility and ethically. The College cannot filter internet content access by your child outside of school. The use of internet filtering software at home is recommended.
- For under-16s, parents/guardians agree to assist in account deactivation if detected via school network monitoring. Breaches may result in device restrictions or counselling referrals.
- Parents/guardians agree to monitor home device use and support school efforts by installing recommended parental controls (e.g., Apple Screen Time or Google Family Link).
- If the student's device is damaged or broken it is the responsibility of the parent/guardian to ensure the device is repaired or replaced as quickly as possible. Any costs associated are not covered by the school and are to be paid in full by the parent/guardian. The College may able to provide a loan device (College laptop or iPad with Bluetooth keyboard) depending on availability.
- Parents and students must take full responsibility to ensure that any files saved locally on a student device are appropriate and safe to be bringing to school.

SCHOOL RESPONSIBILITIES

- Ensure that students are taught responsible digital citizenship, particularly in light of emerging technologies such as generative AI. This includes promoting ethical behaviour, online safety, and critical thinking when using digital tools.
- Provide infrastructure that supports digital teaching and learning practices at the College.
- Provide adequate filtering of material that students can access at the College.
- Provide software and applications to support learning and teaching.
- Provide assistance as support with device issues both in person and via the email address helpdesk@scr.vic.edu.au
- Provide teaching staff with appropriate professional development opportunities to lead student's in using their devices for learning.
- Continue to provide opportunities for staff, students and parents to continue to learn new knowledge and skills related to the safe and secure use of technology.
- Continue to work towards the frameworks provided by eSmart Schools to help improve cyber safety and reduce cyberbullying and bullying.

BYOD SHORT TERM DEVICE LOANS

A short-term loan is for students who wish to borrow a device for less than two weeks. The purpose is to provide interim support to families while devices are fixed. The College has a set number of devices

set aside for short-term loans. By signing this document, you are not only agreeing to uphold the outlined responsibilities, you are also giving your child permission to borrow a device on a short-term loan when required. A long-term loan is for up to a term at a time and can be managed on an ongoing basis. A long-term device loan requires a separate permission form to be completed by students and their parents. Both loan types incur no costs to families.

LAPTOP DAMAGED BY ANOTHER STUDENT

If a laptop is intentionally damaged by another student, the College will offer to put the parents/guardians of the two students involved in contact with each other to resolve the issue. The College is not liable for any damage to a laptop caused by a student.

POLICY INFORMATION

Responsible director	AP – Savio and Bosco Campuses
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Child Safety
Approval date	22/10/2026
Next Review date	22/10/2026
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2015 v1, 2020 v1.1, 2022 v2.0, 2024 v2.1, 2025 v2.2, 2026 v2.3, 2026 v2.4