

STUDENT INTERNATIONAL EXCHANGE PROGRAM

Student Digital Agreement



KINROSS WOLAROI
SCHOOL

CONTENTS

KINROSS WOLAROI SCHOOL PRIMARY CONTACT3

STUDENT DIGITAL AGREEMENT.....4

1. Respect yourself.....4

2. Protect yourself4

3. Respect Others4

4. Protect Others.....5

5. Respect Property5

6. Protect Property.....5

7. Maintain Security.....5

8. Respect Resources.....5

9. Sensible Use.....6

KINROSS WOLAROI SCHOOL PRIMARY CONTACT

Dr Signe Ernist
Student International Exchange Co-ordinator

(02) 5319 0283
exchange@kws.nsw.edu.au



STUDENT DIGITAL AGREEMENT

In order to be provided with continued access to School-owned networks and systems, students must agree to the principles and actions of responsible Digital Citizenship outlined below.

These apply when the student is accessing School-owned networks and systems and infrastructure at School or remotely, and apply to all types of electronic devices including, without limitation, desktop computers, laptops, tablets, mobile phones, and USB drives, whether owned by the School or by the student.

1. Respect yourself

- 1.1 I will show respect for myself through my actions online.
- 1.2 I will select online names and usernames that are appropriate.
- 1.3 I will think carefully about the information and images I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- 1.4 I will not post details which might be offensive or indecent about my life, experiences or relationships.
- 1.5 I will use technology to enhance my learning in a responsible manner and use it only at the appropriate times.
- 1.6 I will use my mobile phone in line with the School's policy.
- 1.7 My online identity, including on social media sites, is, and will continue to be, of a standard I could show to my parents and future employers.

2. Protect yourself

- 2.1 I will not publish my telephone number, address, date of birth, passwords, and a schedule of my activities or any other information that will put me at risk.
- 2.2 I will report any harmful or hurtful behaviours directed at me online, or anything else that happens online that makes me uncomfortable or concerned, to my Head of House, Head of Boarding House or my parents.
- 2.3 I will select passwords that are appropriate and try to use different passwords on the internet for different purposes.
- 2.4 I will protect my passwords and accounts by keeping details confidential, not allowing others to use them and by ensuring I log off after using them.
- 2.5 I understand that people I do not know in real life are not suitable 'friends' in an online environment.

3. Respect Others

- 3.1 I will show respect to others online, using common sense and appropriate language.
- 3.2 I will not use electronic mediums to bully, harass, or stalk other people, or to encourage others to do so.
- 3.3 I will not deliberately search for, download, store or distribute material online that is degrading, pornographic, racist, discriminatory, violent, illegal or otherwise inappropriate or offensive.
- 3.4 I will only take and share photos or sound or video recordings when others are aware the recording is taking place and have provided their consent.
- 3.5 I understand that class time is learning time. I will ensure I am doing the right thing by not playing games, or watching movies, television shows or videos online, unless as part of a lesson / study period activity. I understand this is a distraction not only to me but also to teachers and others around me.
- 3.6 I will not use others' passwords or try to access or interfere with their private information.
- 3.7 I will not create fake identities or upload misleading or false information about myself or other people.

4. Protect Others

- 4.1 I will report any activities that are hurtful, unsafe, offensive or bullying in intent toward others to my Head of House, Head of Boarding House and my parents.
- 4.2 I will report inappropriate material directed at others to my Head of House, Head of Boarding House and my parents.

4.3 If I am concerned about another person due to something I have seen online, I will report this to my Head of House, Head of Boarding House and my parents.

4.4 I will not visit sites which attempt to abuse or degrade others.

5. Respect Property

5.1 I will care for and take precautions to keep any electronic devices, whether School-owned or owned by my family or myself, safe and secure.

5.2 I understand that if I am using a School device then it is my responsibility and I will keep it in good working order.

5.3 I will ensure that I have my device when I need it in class, which it is charged and ready to use for each day's classes.

5.4 I will ensure that I have all of the required applications and programs on my device and keep them up-to-date.

5.5 I will be responsible for ensuring that my data is backed up securely and regularly to reduce the risk of losing my data.

6. Protect Property

6.1 I will abide by any copyright or intellectual property requirements including acknowledging the author and citing references accordingly.

6.2 I will use free and open source alternatives for software and not illegally downloaded software or use pirated software.

6.3 I will purchase my music and other media, and understand that downloading music and videos without the owner's permission is illegal, as is sharing my purchased music and other media with others.

7. Maintain Security

7.1 I will have anti-virus and anti-malware software installed on my device and keep it up-to-date. I will report any issues with viruses, spyware or malware to the IT Helpdesk.

7.2 I will never knowingly initiate or forward emails or other messages that have been sent in confidence, that contain a virus or attachment that may damage someone else's computer, or that are spam (such as advertisements, chain letters and hoax emails).

7.3 I will only use the internet within the School proxy and filtering system when at School, and will not attempt to bypass or breach security or filtering software in any way, including setting up proxies, using wireless hotspots, or tethering to a personal data plan to access alternative networks.

7.4 I will not download unauthorised programs, including games or 'hacking' software.

7.5 I will keep my student card safe and report any loss or theft of my student card to the IT Helpdesk immediately.

8. Respect Resources

8.1 I will only photocopy and print material that is required for research or class submission.

8.2 I will print double-sided and in colour only when required.

8.3 I will review and meet the terms and conditions for any digital or online tool that I use and abide by the licence conditions of any software or application I use or have on my electronic devices.

9. Sensible Use

9.1 I will use my electronic devices at School as determined by staff, including where and for how long I can use these devices, and which sites, applications and games I am allowed to access.

9.2 I am aware that all activity is monitored, logged and can be traced and that the School can access any files I store on the School's network as well as my emails and browsing history.

9.3 As a Boarder I will follow the guidelines regarding use of technology in my House – i.e. handing in before prep, before bedtime and at the discretion of the Head of House.



KINROSS WOLAROI
— SCHOOL —

Kinross Wolaroi School

Locked Bag 4
59-67 Bathurst Road
Orange NSW 2800

T: 02 6392 0300

F: 02 6392 0410

www.kws.nsw.edu.au