



# RIVERSIDE ACCESS ONLINE ACCEPTABLE USE POLICY & AGREEMENT

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## PURPOSE

At Riverside Access we support the rights of all members of our community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of our community. Riverside Access uses the online environment, which includes but is not limited to the Internet, as a teaching and learning tool. We see the online environment and other digital media as valuable resources and acknowledge they must be used responsibly.

## RATIONALE

To provide a clear and concise policy on acceptable use of the online environment.

## IMPLEMENTATION

At Riverside Access:

- We aim to provide a safe and inclusive learning environment and this extends to our use of the online environment for social, emotional, and academic learning. Acceptable behaviour in the online environment is communicated and reinforced through our *Care, Safety and Welfare of Clients Policy* and our *Code of Conduct Policy* and our *Client Laptop Policy*. These outline the values of Riverside Access in keeping our clients safe and communicate expected standards of client behaviour, including actions and consequences for inappropriate online behaviour.
- We educate our clients to be safe and responsible users of digital technologies.
- We raise our clients' awareness of issues such as online privacy, intellectual property and copyright.
- We supervise and support clients when using digital technologies within the centre and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- We provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- We respond to issues or incidents that have the potential to impact on the wellbeing of our clients including those reported through online services.
- We know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- We support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.

# ACCEPTABLE USE AGREEMENT FOR STAFF AND STUDENTS

When I use digital technologies and the internet 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 writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- contacting a staff member, superior or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a staff member, superior or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a staff member, superior or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult or staff member
- confirming that I meet the stated terms and conditions and completing the required registration processes
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games while using the centre's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another client, parent/carer, or staff member
- not reveal my password to anyone including teachers or administrators at the centre
- use social networking sites for education purposes and as directed by the centre
- not deliberately enter or remain in any site that has obscene language or offensive content
- being aware of the ways in which Artificial Intelligence is unreliable, can inhibit education or be used to mislead or persuade people.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside centre hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

I have read and understood the RIVERSIDE ACCESS ONLINE ACCEPTABLE USE POLICY AND AGREEMENT and I agree to adhere to the agreement

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date