

Acceptable Use Agreement (AUA)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Aug 2025
Consultation	NA
Approved by	Principal
Next scheduled review date	Aug 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact the JMSS Office: (03) 9905 1002 or john.monash.ss@education.vic.gov.au

PURPOSE

The purpose of the JMSS Acceptable Use of Information Technologies Policy is to protect the essential interests of John Monash Science School without inhibiting the use of the Information Technology environment, which is intended for the greater benefit of students, staff and the school community generally.

The policy is in place to ensure staff and students learn to live together through a respect for self, others and the environment. Users of John Monash Science School ICT services are personally responsible for their use of electronic technologies and digital environments provided by the school, either available online or any personal technology brought to school. These technologies must be used in an efficient, effective, ethical and lawful manner.

SCOPE

- All learning spaces related to John Monash Science School including online learning platforms such as ESV
- All Users, whether guest, volunteer, temporarily or fully enrolled or contracted, connected to John Monash Science School services or infrastructure
- All parents or guardians of enrolled students at John Monash Science School
- All employees of John Monash Science School

Our commitment to the responsible use of digital technology

At John Monash Science School we are committed to building a culture of respect and responsibility. We show this in the way we 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 support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do



We set clear expectations

- We have clear expectations about appropriate conduct using digital technologies
- Our Mobile Phone Policy outlines our school's expectations relating to students using mobile phones during school hours
- We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy



We teach appropriate conduct

- We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying



We partner with families

- We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help



We provide access to technology

- We provide access to educational software for students to use, including Google Workspace, Microsoft Office 365, Canvas, and Mathematica



We supervise digital learning

- We supervise students using digital technologies in the classroom, consistent with our duty of care
 - We use clear protocols and procedures to protect students working in online spaces
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We take appropriate steps to protect students



- We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, 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

We appropriately manage and respond to online incidents



- 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
- We refer suspected illegal online acts to the police

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.



Establish clear routines

- Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:
 - o Requiring devices to be used in a common area, such as a living room or study area
 - o Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene



Restrict inappropriate content

- Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content
- Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options)



Talk about online safety

- Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media
- Encourage your child to talk to you or another trusted adult if they feel unsafe online



Model responsible and balanced technology use

- Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face*
- Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child



Work with us

- Let your child's teacher know about concerns you have regarding their technology use
 - Keep informed about what your child is learning at school, so you can help reinforce positive messages at home
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*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

Personal devices at John Monash Science School

John Monash Science School operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school.

Further information can be found on the John Monash Science School website

<https://www.jmss.vic.edu.au/byod>

Technical specifications for BYOD devices

To ensure smooth and reliable technology access and student support, we have set technical specifications for all personal devices. If purchasing or supplying a personal device to use at John Monash Science School, please ensure that it complies with school specifications listed on the BYOD website listed above.

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- It is fully charged each morning
- It is carried to school with appropriate care, ideally in a carry case, and stored in lockable storage when not in use
- Physical damage that prevents the normal operation of the device is repaired as soon as possible
- It is clearly labelled with the student's name and student code

Supports and services provided

John Monash Science School will provide the following technical support services for personal devices brought to school:

- Support to access school provided software and platforms
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Please note that our school does not provide insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance and warranties for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to email helpdesk@jmss.vic.edu.au

For students

What we expect

Below are our expectations of students at John Monash Science School when using digital technologies.

Be safe

At John Monash Science School, we protect personal information and keep safe online.



We do this by:

- Not sharing our password or using someone else's username or password
- Locking or logging out of our devices when they are not in use
- Restricting the personal information we post online of ourselves and others, including images and videos
- Thinking critically when receiving unsolicited emails, clicking on hyperlinks, or downloading and installing software
- Learning how to [recognise cyber scams](#)

Be respectful

At John Monash Science School, we are kind and show respect to others when using technology.



We do this by:

- Using ICT platforms and networks for educational and lawful purposes
 - Not exploring or exploiting platforms and networks for vulnerabilities, or intentionally causing harm to equipment, platforms or networks
 - Acting with kindness and never bullying or impersonating others online
 - Only taking photos or recordings of others when they are aware and have given us permission to do so
 - Seeking permission before sharing others' information online
 - Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher
 - Never using the School's name, crest, or logo for personal reasons without permission
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Be responsible

At John Monash Science School, we are honest, handle technology with care and follow the school rules.

We do this by:



- Handling devices with care and not interfering / disrupting school-managed networks or platforms, other people's work, or devices we don't own
- Following the terms and conditions of any digital tool we use, along with any instructions provided by the school
- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions
- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools
- Turning off and securely storing our mobile phone during school hours
- Ensuring a healthy balance between screen time and offline activities at school

Ask for help

At John Monash Science School, we ask for help if we feel unsure or see something inappropriate.



- We do this by talking to a teacher or a trusted adult if:
- We feel uncomfortable or unsafe
- We see others participating in unsafe, inappropriate, or hurtful online behaviour
- We notice any damage to school technologies
- We need help understanding about a digital tool or how it can be used

Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Accept the agreement via Compass