

Vermont Secondary College

27-63 Morack Road • Vermont • 3133 • PO Box 138 • Telephone: 9873 1077 • Facsimile: 9874 4368

SECTION 1 – STUDENT LOCAL AREA EXCURSIONS

From time to time, as part of the curriculum, staff take students to an area of interest close to the school, for example, Bell-Bird Dell, the local shops, Dandenong Creek (behind the school, etc for sketching, poetry classes, observing land formations, land use, etc). On these occasions the students are supervised by their classroom teacher. Full school uniform is worn on each occasion unless special arrangements are approved. In order to avoid a letter having to be sent home each time a teacher organises a local excursion, we are seeking your permission for your son/daughter to take part in any such outing. This permission form also covers the Vermont Secondary College (VSC) Swimming Sports and the Athletics Sports. We shall, of course, continue to notify you in advance of any excursions further afield, where an additional permission form will be required.

SECTION 2 - STUDENT IMAGE CONSENT

As part of promoting the college's programs and student achievements a number of publications are used. These publications include images of students without names being attached. During your son's/daughter's time at VSC we would like to take a number of photographs to showcase various events at the college. These images may then be used in publicity brochures, the college newsletter, on our intranet and internet websites. Before using these images the college needs the permission of parents. In order to avoid sending a letter home each time the college wants to use an image we are seeking your permission for your son's/daughter's photo to be used in our published materials.

STUDENT IMAGES AND THE INFORMATION PRIVACY ACT 2000

The Information Privacy Act 2000 aims to strike a balance between the individual's right to privacy and the flow of information within an organisation. For VSC this means that parents need to be informed of the way in which student images are used by the college and obtain consent for certain uses of images.

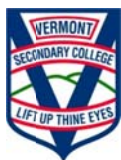
There are a number of uses of student images which are a part of the environment of VSC and which are acceptable uses under the Information Privacy Act.

Student images are used for the following purposes:

- on student identification cards which are used as a library borrowing card and photocopying;
- for class and team photographs which are included in the school magazine with names;
- a photographer comes once a year to take individual, class and group photographs for sale to parents and for use within the school by teachers and the administration;
- a photographer comes once a year for students to have photographs taken for transport concession tickets and these photographs are given directly to the students and no record is given to the college;
- to record and celebrate events and activities within the college (eg hikes, camps, excursions) and are displayed within the college;
- in the college newsletter to celebrate the success of our students;
- videos are made of play and music performances both in class and for selected public performances such as our annual production and these videos are available for purchase by parents of the students involved;
- for class magazines (distributed to all members of the class), class work, excursion and activity photographs used by students in presentations.

The Information Privacy Act does not restrict parents/guardians video-taping or photographing a performance and as long as this does not affect the ability of the audience to enjoy the performance and is for personal use only, VSC does not restrict the recording of images. There are a number of other uses to which VSC would like to use images of students throughout the time your child attends our college. These uses require your permission. Parents are reminded that the college does use images of students on publicity brochures, booklets, intranet, internet and slideshow presentations. We also invite the local press in to raise the college's profile in the local community and also invite other newspapers in to take photos to highlight student and college achievements.

The college will use the newsletter as a means of conveying information regarding use of images for parents/guardians. It is important that parents/guardians who have any concerns about the use of student images contact the college to discuss their concerns. Contact should be made with the Principal on 9873 1077 or with the College Council President.



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SECTION 3 – Mobile device, Computer & Internet Acceptable Use Policy

- 1 I understand that it is a privilege and not a right to use computer & internet services provided by VSC
- 2 **I will keep my password safe and confidential** and notify computer office staff in Room C22 immediately if I believe this information is accessed by anyone else
- 3 **I will not transfer, assign or share my account to be used by any other person**
- 4 I will not use my mobile device (eg iPad), computer and Internet access for any unlawful purpose or in any unlawful manner in relation to the laws of Victoria and Australia (eg no copying and installing or running of any computer software from or to the computer network without the college's approval)
- 5 **Music, video, games, etc, that are not licensed by the Department of Education and Early Childhood Development and/or VSC are not to be stored or used on VSC equipment unless approved by VSC**
- 6 **I will use VSC computer equipment and internet services solely for appropriate classroom educational purposes only and will not access any files from removable devices such as USB-powered devices that are not part of classroom activities** (eg computer games)
- 7 I will not download or try to access any material that does not meet all the ethical standards required by VSC, my parents/guardians and/or teachers
- 8 **I will not use my mobile device or VSC computer systems and/or technologies to harass, bully, intimidate or threaten others**
- 9 I will follow and apply the VSC **Cyber-Safety** rules (see below)
- 10 I understand that VSC has no control over the accuracy or appropriateness of any information on the Internet and that some may contain controversial and offensive material and VSC is not liable for any content found
- 11 I will not deliberately or recklessly do anything that damages VSC's equipment, software, setup and/or services
- 12 I understand that VSC may delete without notice any material found on its storage disks that is; unauthorised, unlawful, obscene, excessive in volume, uncollected for a lengthy period of time, in an unauthorised place or considered inappropriate
- 13 I understand that VSC may monitor and keep any record it requires for the purpose of this agreement and for the operation of its services
- 14 I will report any faults to the supervising teacher or to the computer office staff in Room C22
- 15 I will apply common sense and common decency in using computer equipment and respect other people's feelings
- 16 I understand that there is no access to a computer without the presence and supervision of a teacher
- 17 I understand that no food/drink/sweets to be brought near a computer
- 18 I will clean and tidy the area around the computer equipment before leaving
- 19 I understand that VSC may terminate my Computer and Internet access immediately if I breach this agreement or cease to be a member of VSC
- 20 I understand that VSC may modify the Mobile device, Computer & Internet AUP from year to year and the latest copy is available on www.vermontsc.vic.edu.au
- 21 I will not distribute inappropriate information through social media which may discriminate/harass and/or breach other people's privacy
- 22 I will not tag and/or post any pictures or information online without permission as this breaches privacy and copyright laws
- 23 For legal and safety reasons I will not use any VSC electrical power source to charge or play my personal electronic or mobile devices

Breaches of this policy will be directed to Student Managers and the consequences for breaches will be determined in consultation with the relevant staff member and/or Assistant Principal. Parent(s) / Guardian(s) will be notified.

Criminal charges may be brought against offenders in relation to state and federal legislation if required. **Especially in the case of Cyber Bullying.**

If you damage VSC's equipment, software, setup or services you may be responsible for paying any repair costs.

CYBER SAFETY www.cybersmart.gov.au

Students at Vermont Secondary College have a responsibility to ensure that they:

- do not participate in cyber bullying;
- do not add staff as 'friends' on their social networking sites;
- report any instances of cyber bullying to the Heads of House, Student Managers or a relevant member of staff;
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum;
- do not breach the privacy of students, staff and members of the college community through any unauthorised recording or filming;
- do not distribute inappropriate information through digital media or other means;
- advise students being victimised by cyber bullying to talk to an adult;
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying.