

GVL ICT ACCEPTABLE USE AGREEMENT

Global Village Learning | 2026

This ICT Acceptable Use Agreement is entered into between **Global Village Learning (GVL)** and all users of the GVL network and systems. Where a user is under 18, the Agreement will also be made with a parent or guardian of the user.

This Agreement is governed by the laws of the State of Victoria, Australia. This Agreement is publicly available on the GVL website at gvl.vic.edu.au and at the school office, in accordance with the VRQA Minimum Standards for school registration.

1. Purpose

At Global Village Learning (GVL), technology supports learner-led exploration, creativity, communication, collaboration and community connection. Technology is an important tool that helps learners build communities that positively impact the world. This agreement outlines the safe, ethical and responsible use of GVL networks, internet services, devices, software, and digital platforms. It aligns with GVL's learner-led philosophy, Growth and Impact Framework, and commitment to maintaining a safe learning environment.

2. Scope

This agreement applies whenever a person:

- Uses a GVL-owned device
- Connects a personal device to the GVL network
- Accesses GVL systems, software or cloud services
- Uses GVL email accounts, learning platforms or communication tools
- Participates in online learning, communication or collaboration connected to GVL

3. Our Shared Expectations

3.1 Use Technology Responsibly

I will:

- Use technology for learning, communication, creativity and community contribution.
- Follow the directions of Guides and authorised staff.
- Use devices and networks in a way that supports a safe and productive learning environment.
- Respect the rights, privacy and dignity of others.
- Not use the printers excessively. Excessive usage includes but is not limited to:
 - Printing personal documents unrelated to work or learning

- Excessive use of colour printing where black and white is suitable
- Unnecessary or duplicate printing
- Any printing that causes unnecessary cost, waste, or disruption to GVL operations

3.2 Protect Privacy and Personal Information

I will:

- Keep passwords private and secure.
- Log out of shared devices when finished.
- Not access another person's account, files or information without permission.
- Not share personal information about others without appropriate consent.
- Report any suspected privacy breach immediately to a Guide or staff member.
- Understand that GVL may monitor my usage of GVL systems.

3.3 Communicate Respectfully

I will:

- Use positive, respectful and inclusive language online.
- Treat others with kindness and respect in digital spaces.
- Not engage in bullying, harassment, discrimination, intimidation or inappropriate behaviour.
- Understand that online behaviour is subject to the same expectations as face-to-face interactions.

3.4 Use Technology Safely

I will:

- Access only age-appropriate and educationally relevant content.
- Notify a Guide if I encounter inappropriate, unsafe or concerning material.
- Not attempt to bypass internet filtering, monitoring or security systems.
- Not download or install unauthorised software, applications or extensions.
- Not connect unauthorised networking equipment to the GVL network.
- Not use VPN services, proxy services, alternative DNS services, personal hotspots or other methods to bypass GVL network controls, filtering or monitoring systems.

3.5 Respect Intellectual Property

I will:

- Acknowledge and reference the work of others where appropriate.
- Respect copyright, licensing and intellectual property laws.
- Not plagiarise, misrepresent or claim ownership of another person's work.

3.6 Care for Devices and Equipment

I will:

- Use devices carefully and appropriately.

- Keep food and drinks away from electronic equipment where directed.
- Report loss, theft, damage or faults as soon as possible.
- Return borrowed equipment when requested.

3.7 Personal Devices

I will:

- Charge any personal laptop fully before bringing it to GVL.
- Listen to Guides when directed to stop playing games or using apps in a way that disrupts my learning.
- Give my phone and/or personal tablet to a Guide or place into a phone locker between 9am and 3.30pm unless permission is granted under Section 7 of this agreement.

Personal devices brought to GVL remain the responsibility of the learner. GVL accepts no responsibility for loss, theft or damage to personal devices except where required by law.

3.7 Use Artificial Intelligence Responsibly

Where Artificial Intelligence tools (including but not limited to ChatGPT, Gemini, Claude) are approved for use, I will:

- Use AI to support learning rather than replace my own thinking.
- Be transparent when AI has contributed to work or projects where requested.
- Critically evaluate AI-generated content for accuracy and bias.
- Follow Guide instructions regarding the appropriate use of AI tools.

3.8 Video Games

I will:

- Not use video games during learning hours unless approved by a guide.
- Not use video games at lunch time while sitting down to eat.

4. Prohibited Activities

Users must not:

- Access, create, store or distribute offensive, illegal, harmful or inappropriate material.
- Engage in cyberbullying, harassment, threatening behaviour or hate speech.
- Attempt to hack, disrupt, damage or gain unauthorised access to systems, accounts or networks.
- Download, install or distribute malicious software.
- Use GVL systems for commercial gain without approval.
- Record, photograph or publish images, video or audio of others without permission.
- Use technology in a manner that risks the safety or wellbeing of any member of the community.
- Attempt to bypass internet filtering, monitoring or security systems.
- Download or install unauthorised software, applications or extensions.

- Use VPN services, proxy services, alternative DNS services, personal hotspots or other methods to bypass GVL network controls, filtering or monitoring systems.

5. Monitoring and Security

GVL may:

- Monitor network traffic, internet use and system activity.
- Review account activity where there are reasonable concerns regarding safety, security or policy compliance.
- Restrict or remove access to systems, devices or networks where necessary.
- Retain logs and records as required by law and operational needs.

Users should not expect complete privacy when using GVL-owned devices, networks or systems.

6. Cyber Safety and Child Safety

GVL is committed to providing a child-safe environment. All users must:

- Support a culture of safety and respect.
- Report concerning online behaviour, communications or content.
- Follow all child safety, wellbeing and safeguarding policies.
- Immediately report suspected cyber safety incidents to a Guide or member of leadership.

7. Personal Devices and Digital Access

Technology is an important tool for learning at GVL. To support focus, wellbeing, community connection and purposeful learning, all learners are expected to follow the requirements below.

7.1 Mobile Phones and Personal Tablets

Learners are not permitted to use personal mobile phones, smart phones, or personal tablets between 9:00am and 3:30pm unless they have express permission from a Guide or member of staff.

Permission may be granted for:

- Specific learning activities
- Health or wellbeing needs
- Family emergencies
- Accessibility requirements
- Other approved educational purposes

Permission for health or wellbeing needs and accessibility requirements will be granted on an as-needed basis via written agreement with the learner's family.

7.1.1 Exploration and Discovery Learners

Learners in the Exploration and Discovery Developmental Learning Hub who bring a mobile phone to GVL must hand their phone to their Guide at the beginning of the day. Phones will be returned at the end of the learning day or as otherwise directed by staff.

7.1.2 Entrepreneurship and Social Impact and Pathways and Futures Learners

Learners in the Entrepreneurship and Social Impact and Pathways and Futures Developmental Learning Hubs who bring a mobile phone to GVL must place their phone in the designated phone locker upon arrival. Phones are to remain secured in the locker between 9:00am and 3:30pm unless express permission has been granted by a Guide or member of staff.

7.1.2 Staff and Volunteers

Guides, staff members, volunteers and contractors are expected to model responsible and appropriate technology use.

Mobile phones may be used by staff for legitimate educational, operational, safety, wellbeing and communication purposes, including:

- Communicating with carers, colleagues and external providers
- Accessing learning resources and educational applications
- Managing attendance, wellbeing or learning records
- Responding to emergencies or urgent situations
- Supporting learners during learning activities or offsite learning experiences

Staff should:

- Minimise personal mobile phone use during learner-facing activities.
- Ensure personal communications do not interfere with their professional responsibilities.
- Comply with all child safety, privacy and confidentiality obligations.
- Not photograph, record or share images, video or audio of learners except through approved GVL processes and systems.
- Model appropriate digital citizenship and technology use for learners.

Where a staff member's use of a mobile phone is considered inconsistent with their professional responsibilities, the matter may be addressed through GVL's staff conduct and performance processes.

7.2 Laptops

7.2.1 Entrepreneurship and Social Impact and Pathways and Futures Learners

Learners in the Entrepreneurship and Social Impact and Pathways and Futures Developmental Learning Hubs are expected to bring a suitable laptop computer each day to support learning, research, communication, portfolio development and EDventurous Projects.

The device should:

- Be in good working order
- Be able to connect to the GVL wireless network
- Have sufficient battery life for the learning day
- Have appropriate security protections installed

7.2.2 Exploration and Discovery Learners

Learners in the Exploration and Discovery Developmental Learning Hub may bring their own laptop computer to GVL.

Personal laptops may only be used:

- During digital learning activities directed by a Guide
- For approved learning projects
- Using approved educational software and platforms

At all other times, personal laptops are to remain stored away unless otherwise directed by a Guide.

7.2.3 Staff and Volunteers



During learner contact hours, the use of laptops and other computing devices in learning spaces must be directly related to educational, operational, wellbeing or safety responsibilities. Appropriate uses include:

- Delivering and preparing learning activities.
- Accessing learning resources and educational applications.
- Recording attendance, wellbeing or learning information.
- Communicating with colleagues, carers and external service providers where required for educational or operational purposes.
- Responding to emergencies or urgent operational matters.
- Accessing student management, assessment and other approved GVL systems.

Staff must:

- Ensure laptop use does not reduce their active supervision of learners or their awareness of the learning environment.
- Always maintain appropriate visual and active engagement with learners, intervening promptly where required to support safety, behaviour and learning.
- Limit non-essential administrative tasks to times when they do not detract from learner supervision or engagement.
- Not use laptops for personal activities during learner contact hours, except where necessary in exceptional circumstances.
- Comply with all child safety, privacy and confidentiality obligations.
- Model appropriate digital citizenship and professional technology use for learners.

Where a staff member's use of a laptop or other digital device is considered inconsistent with their professional responsibilities, including where such use detracts from appropriate learner supervision, engagement or safety, the matter may be addressed through GVL's staff conduct and performance processes.

7.3 Network Access Requirements

To support network security, cyber safety, safeguarding obligations and appropriate monitoring, learners must use the GVL network when accessing digital learning resources at GVL.

Learners must not:

- Use a VPN, proxy service or similar technology to bypass GVL network controls, filtering or monitoring systems.
- Connect devices to personal mobile hotspots while on campus unless expressly authorised by a Guide or member of leadership.
- Use personal devices, applications or services to circumvent GVL's internet filtering, security systems or acceptable use requirements.
- Attempt to access blocked websites, applications or services through alternative methods.

Where a learner requires access to a VPN or alternative network connection for a specific learning activity, prior approval must be obtained from a Guide or member of leadership.

7.4 Monitoring and Compliance

Guides and staff may direct learners to cease using a personal device at any time where its use is inconsistent with this agreement, impacts learning, affects community wellbeing, or creates a safety concern.

Failure to comply with these expectations may result in temporary removal of device privileges, parent/carer notification, restorative conversations, or other appropriate responses consistent with GVL's community expectations and restorative practices.

8. Breaches of the Agreement

Where a breach occurs, GVL will respond in a manner that is proportionate, educational and restorative where appropriate, while prioritising the safety of the community. Responses may include:

- Restorative conversations
- Temporary restriction of network or device access
- Increased supervision
- Parent/carer notification
- Behaviour support planning
- Formal disciplinary processes where required
- Referral to external authorities if unlawful conduct is suspected

These responses align with GVL's restorative and community-focused approach.

9. Review of This Agreement

The GVL ICT Acceptable Use Policy is reviewed every 12 months or sooner if regulations change. The current version is publicly available on the GVL website at gvl.vic.edu.au and at the school office, in accordance with the VRQA Minimum Standards for school registration in Victoria.



DECLARATIONS

By signing this Agreement, I/we confirm each of the following:

1. I/We accept that access to the GVL network and systems are subject to the terms of this Agreement.
2. I/We have read and understood the Shared Expectations (Section 3) and, where applicable, will actively support the young person in meeting these expectations.
3. I/We agree to not engage in activities listed in the Prohibited Activities (Section 4).
4. I/We agree to inform a Guide or member of leadership of any suspected cyber security breach or unsafe activity on the GVL network and systems (Section 5).
5. I/We agree that any young person's phone must be stored as required under the Personal Devices and Digital Access section (Section 7).
6. I/We understand and acknowledge that the usage of a personal laptop is subject to this agreement (Section 7).
7. I/We understand that the usage of the GVL network and systems is monitored by GVL for the purposes of child safety and cybersecurity compliance.
8. I/We understand that any breach of the Agreement may result in appropriate action being taken.
9. I/We understand that this Agreement is governed by the laws of the State of Victoria, Australia, and is publicly available on the GVL website in accordance with the VRQA Minimum Standards.

