

Instructions for students, parents*, caregivers, legal guardians



This document contains this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary Students

Section C: Cybersafety Use Agreement Form.

1. Please read sections A and B carefully.
2. Discuss the cybersafety rules with your child.
3. Sign the user agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, ICT device as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Section A: Introduction

The school's computer network, Internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programs and to the effective operation of the school. The use of the school's ICT equipment are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. Parents need to note that while our school has rigorous cybersafety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email. You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Section B: Cybersafety Rules for Primary Students

1. I cannot use school ICT equipment until my parent(s) and I have signed my Cybersafety User Agreement form and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will log on only with the user name that has been provided by the school. I will not allow anyone else to use my user name and I will not tell anyone else my password.
5. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
6. I understand that I must not, at any time, use the Internet, social media, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
7. While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

Not show others

Exit the program or turn off the screen

and Get a teacher straight away.

9. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.

10. I must have permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.
11. I will not connect any device (such as a USB drive, camera or phone) to school ICT network or run any software, without a teacher's permission. This includes all wireless technologies.
12. The school cybersafety rules apply to any ICT equipment brought to school like a mobile phone or ipod and I am responsible for the material on these devices. I also understand that the school can view the contents stored on these devices.
13. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- a) ***Name***
- b) ***Address***
- c) ***Email address***
- d) ***Phone numbers***
- e) ***Photos.***

14. I will respect all school ICT equipment and will treat all ICT equipment with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
15. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

Section C: Primary School Cybersafety User Agreement

Schools and the CSO will be doing their best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment and devices at school, or at school-related activities. Working progressively with students and their families, teachers will encourage and develop an understanding of the importance of cybersafety. This includes providing children with strategies to keep themselves safe in cyberspace and attending to enquiries from parents or students about cybersafety issues.

We will respond to any breaches in an appropriate manner as per the CSO Workplace Internet, Email and Network Usage Policy document.

To the student/parent/caregiver/legal guardian, please:

1. Read this page carefully to ensure that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

Responsibilities include:

- Reading this cybersafety user agreement document
- Discussing the information with my child and explain why it is important
- Returning the signed agreement to the school
- Supporting the school's cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- Contacting the principal to discuss any questions I might have about cybersafety and/or this user Agreement.

Please detach and return this section to school.

I have read this cybersafety user agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student: Class:

Signature of Student:

Name of parent/caregiver/legal guardian:

Signature of parent: Date:

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.