

# Cyber-safety Use Agreement for Albany Primary School 2016

## YEARS 5-6 CYBER-SAFETY

Dear Parent/Guardian,

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask you to read this document and sign the attached Use Agreement Form. These measures ensure the cyber-safety at Albany Primary and are based on our core values.

All students will be issued with a Use Agreement and once the signed consent has been returned to school, students will be able to use the school ICT equipment under the direction and supervision of teaching staff.

Material sent and received using the network may be monitored. Filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

Every reasonable effort is made by schools to prevent children's unintended exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure.

Information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

### Important terms:

'**Cyber-safety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'**Cyber bullying**' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, web pages or SMS (text messaging) - with the intention of harming another person.

'**ICT equipment/devices**' includes 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 and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'**Inappropriate material**' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

## Strategies to help keep Albany Primary School Students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help stay safe when using ICT at school and elsewhere.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
5. I will keep my password private.
6. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
7. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

8. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
9. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
10. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
11. The school cyber-safety strategies apply to any ICTs brought to school.
12. To ensure my compliance with copyright laws, I will not download or copy any files such as music, videos, games or programs.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers.
  - photos of me and/or people close to me.
14. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting the smooth running of any school ICT systems.
  - not attempting to hack or gain unauthorised access to any system.
  - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - reporting any breakages/damage to a staff member.
15. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.