

## PRE PRIMARY – YEAR 4 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, learners 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.

Every reasonable effort is made by schools to prevent children's unintended exposure to inappropriate content when using the schools ICT network, 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 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 us stay safe when using ICT at school and after formal school hours.

1. I will use school ICT equipment only when my parents/caregivers have signed my Use Agreement form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning and only with my teacher's permission.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
6. I will keep my password private.
7. 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.
8. Only with written permission from home and the school [or preschool] will I bring any ICT equipment/devices to school [or preschool]. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.

9. 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.
10. I will be careful and will look after all our school ICT equipment by:
- not being silly and playing around with it.
  - following our school cyber-safety strategies.
  - telling a teacher about anything wrong or damaged.
11. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.