



Edwardstown Primary School Cyber-safety Use Agreement for Reception to Year 4 Children

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Edwardstown Primary School are based on our core school values, "doing your best, respect, care and compassion". To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document, discuss it with your child and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and learners, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Edwardstown Primary School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school and used on or off the site.

At Edwardstown Primary School we want to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All learners will be issued with a Use Agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the network/WIFI is monitored and filtering and/or monitoring software is used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home or from other locations away from school or by use of cellular sim cards. DECD recommends the use of appropriate Internet filtering software.

More information about online safety can be found at <https://www.thinkuknow.org.au/>

ThinkUKnow is a free, evidence-based cyber safety program that provides accessible cyber safety education to children, parents, carers and teachers through schools and organisations across Australia

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, webpages or SMS (text messaging) - with the intention of harming another person.

'School and preschool ICT' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, iPads, tablets, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, 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.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in





Strategies to help keep Edwardstown 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 supervising.
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 (or minimise it)
 - get a teacher straight away.
8. Any ICT equipment/devices brought to school, including mobile phones, iPods, iPads, games, cameras, and USB/portable drives, are not to be used at school during school hours (school hours start at 8:25 finish at 3:10) unless specifically requested by a staff member. This does not apply to BYOD devices that are approved for use. Any such use is not to interfere with the educational programme for the student or any other student. Any device brought to school is done so at the student's risk. The school will not accept responsibility for the device.
9. I will not put any personal information on line including 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
 - identifiable photos that are associated to Edwardstown Primary School
10. I will be careful and will look after all our school ICT equipment by:
 - Using ICT equipment sensibly so that it is not damaged or used inappropriately
 - 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 the consequences may include limiting or banning my access to computers.
12. I have read and understand the Office 365 information letter and accept that the Learnilink Office 365 service(s) including Office 365 ProPlus is only to be used in relation to my learning. I will not store personal information of myself and others. I will keep my device updated and protected from Virus/Malware and do a complete backup of the device before installation of Office 365 software. I will also ensure I have data/documents etc. stored on a USB type device should the Office 365 cloud storage not be available.





Cyber-safety Use Agreement Form

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Edwardstown Primary School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Please tear off and retain the agreement section for your own reference

CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Yr.....Rm

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school or until they reach year 5 when a new age appropriate agreement will be made with both student and parent. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.