

Cyber-safety Use Agreement for Year 5 to Year 7 Children



Government of South Australia
Department for Education and
Child Development

Dear Parent/Caregiver,

The measures to ensure cyber-safety at Edwardstown Primary School are based on our core school values of “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(ren), detach and sign the Cyber Safety Use Agreement Form and return it to the school.

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 Cyber Safety Use Agreement and once the signed consent has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the school network 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, from other locations away from school or by use of cellular sim cards. DECS 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 an offence, or act as storage devices in an offence.

Strategies to help keep Edwardstown 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. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to stay safe when using ICT during and out of formal school hours.

As a student at Edwardstown Primary School

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 use the school's computers and other ICT equipment only for my learning.
3. I will use a USB of no larger than 8GB, that is clearly labelled with my name and contains NO games or music. With no games or music being uploaded onto the school devices or server
4. I will go online or use the Internet at school only when a teacher gives permission and an adult is supervising.
5. I will log on only with my user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment (e.g. USB) only for positive purposes, not to be violent, mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school.
8. 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 violent, mean, rude, offensive or that I know our school finds unacceptable.
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is obscene, violent, threatening, 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.
10. I understand that any ICT equipment/devices brought to school, including mobile phones, iPods, games, cameras, are not to be used at school during school hours (school hours start at 8:35 finish at 3:10) unless specifically requested by a staff member. This does not apply to BYOD devices that are approved for use. However, any such use is not to interfere with the educational programme of 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.
11. Only with permission from the teacher will I connect any ICT device to school computers/devices/WIFI/network, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. I understand that the school cyber-safety strategies apply to any devices brought to school.
13. I will ensure my compliance with copyright laws, by downloading or copying any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. I will not put any personal information on line. This includes any personal identifying information 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
15. I will respect 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 immediately.
16. I know that 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.
17. I have read and understand the Office 365 information letter and accept that the LearnLink 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.

Please 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 at school and home.
- 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 and discussed with my child this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.. _____

Year: _____ Room _____

Name of parent / caregiver: _____

Signature of parent / caregiver: _____ Date: _____

Please note: This agreement is renewed at the beginning of each year from Year 5. If it becomes necessary to add / amend any information or rule, you will be advised in writing.

Student signatureDate.....

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