



Cyber Safety Use Agreement Year 4 to Year 7 students

Dear Parents and Caregivers,

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking families to read and sign the attached **Cyber-Safety Use Agreement** Form.

The **Cyber-Safety 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 signed consent has been returned to school, learners will be able to use the school ICT equipment.

Renmark Primary School aims to create and maintain a cyber-safety culture that is in keeping with our values, whilst maintaining legislative and professional obligations.

Rigorous cyber-safety practices are in place, which now will include **Cyber-Safety Use Agreement** for staff, learners and their families. Child protection education, such as the *Keeping Safe* child protection curriculum, includes information about remaining safe when using new technologies and is a part of our curriculum.

The school network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Renmark Primary School and are used for educational purposes appropriate to this environment.

Material sent and received using the network is monitored. Filtering software is used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools 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 on mobile devices owned by your child.

If you have any concerns about your child's safety in using the Internet and ICT equipment/devices please contact the school.

Lyn Bretag

Principal

We recommend families visit the following websites to better understand the importance of Cyber-Safety and how this can be supported at home.

cyber(smart:)

cybersmart.gov.au



kidshelp.com.au

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.

'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.

'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 Renmark Primary School Cyber-Safe

Parents and 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 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 computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. 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.
6. I will keep my password private.
7. 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.
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 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.
9. 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.
10. 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.
11. 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.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy 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 ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my addresses
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
15. 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.
16. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school will impose a consequence. If illegal material or activities are involved or e-crime is suspected, it will 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. Staff may also need to report the incident to outside agencies including Families SA and DECD.

Cyber-Safety Use Agreement Form

Year 4 to Year 7 students

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

Return the signed *Cyber-Safety Use Agreement* to the Front Office.

I understand that Renmark 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 [or preschool's] cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the Principal or ICT Coordinator to discuss any questions I may have about cyber-safety and/or this Use Agreement.

THIS IS A COPY FOR YOU TO KEEP FOR YOUR REFERENCE

ONLY THE SIGNATURE SLIP NEEDS TO BE RETURNED TO THE FRONT OFFICE

Cyber-safety Use Agreement for Year 4 to Year 7 Students

Please return this section to the front office.

Parent section

- I have read and understood this Cyber-safety Use Agreement and I am aware of Renmark Primary School's initiatives to maintain a cyber-safe learning environment.
- I have discussed the strategies to help keep Renmark Primary School safe with my child.

Name of parent/caregiver: _____

Signature of parent/caregiver: _____ **Date:** _____

Name of child:

Student Section

- I have read the strategies to help keep Renmark Primary School safe with my parent or caregiver.
- I will practise being cyber-safe at Renmark Primary School.

Student to write or sign name here: _____

Please note:

**This agreement will remain in force as long as your child is enrolled at this school.
If it becomes necessary to add/amend any information or rule,
you will be advised in writing.**