



## Cyber-Safety Use Agreement Reception to Year 3 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 a **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](http://cybersmart.gov.au)



[kidshelp.com.au](http://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 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 a staff member's permission.
3. I will go online or use the Internet at school only when a staff member gives permission and an adult is present.
4. If there is something I'm not sure about, I will ask a staff member.
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 will I bring any ICT equipment/devices to school. 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 addresses
  - 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:
  - following our school cyber-safety strategies
  - telling a teacher about anything that's gone wrong or is damaged.
  - handle all equipment carefully
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.

## **Cyber-Safe Use Agreement Form**

### **Reception to Year 3 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 Reception to Year 3 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.**