INSTRUCTIONS

1. Students and parents/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign Section C and return it to the Toongabbie Christian School (TCS) Office (with the Enrolment Form for a new student).
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

SECTION A  Introduction

This Cybersafety Use Agreement applies to:
• the use of the TCS network and all TCS ICT equipment & devices whether on or offsite
• all privately owned ICT equipment & devices that access the TCS network
• the use of privately owned ICTs when related to TCS or the TCS community

The overall goal of Toongabbie Christian School is to create and maintain a cybersafety culture that is in keeping with the values of the school, and legislative and professional obligations.

This Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment.

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

The term ‘ICT equipment & devices’ used in this document, includes, but is not limited to, computers (such as desktops, laptops, PDAs, tablets), storage devices (such as USB memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players (such as portable CD and DVD players), and any other, similar, technologies as they come into use. Any images or material on personal devices brought to school must be appropriate to the school environment.

SECTION B  Rules to help keep Toongabbie Christian School Students Cybersafe

I will help keep myself, other people and the school cybersafe by following these rules:

1. I will only log on to the TCS network using my user name AND I will not allow anyone else to use my login AND I will not tell anyone else my password AND I will not leave a logged-on computer unsupervised AND I will log off or shut down at the end of a session.
2. I will only use my school ICT account, and personal email accounts used whilst at school, for school approved use.
3. I understand the school will use filtering and/or monitoring software to restrict access to certain sites and data, including email AND that the school may monitor traffic, user screens and material sent and received using the school’s ICT network.
4. I understand that:
   • students in years 7 & 8 may only search the Internet at school when a teacher gives permission and when there is staff supervision AND may only visit websites linked to the TCS Intranet pages (ToonieNet) or the Library catalogue.
   • students in years 9, 10 11 & 12 are allowed to access the Internet at anytime
   • students in preliminary, HSC and accelerated courses, are required to complete the Board of Studies ‘All My Own Work’ course
5. While at school, I will not:
   • Access, or attempt to access, inappropriate, age restricted, or objectionable and offensive material (such as pornography, cruelty, or violence that is incompatible with the Christian ethos of TCS.)
   • Download, save or distribute such material by copying, storing, printing or showing it to other people
   • Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

6. I understand that I must not download or install any files such as music, videos, games or programmes without the permission of a teacher. I will obey copyright regulations.

7. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher’s permission. This includes all wireless technologies.

8. I will ask a teacher’s permission before giving out any private information (including photos) online about myself or any other person. I will also get permission from any other person involved. Private information includes name, address, email address, phone numbers, and photos.

9. I will not copy any software or files (including photos) from the TCS network without permission from a staff member.

10. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
- Not attempting to gain unauthorised access to any restricted areas of the network, or the personal data files of others.
- Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
- Leaving all computer settings and cabling as set by the IT staff
- Scanning all storage media for viruses
- Reporting any potential security problems to a staff member
- Reporting any breakages/damage to a staff member immediately
- Obeying all teacher-given computer classroom rules

11. I will obey the privacy laws surrounding the capturing and sharing of images and video. Specifically, I will not:
- capture photos or videos of members of the TCS school community at school, or at school-organised events
- post any such images or videos on any social networking and/or image/video sharing websites
- participate in any commenting in social networking conversations of a libellous nature about another member of the school community

12. I will not participate in any commenting on social networking that would bring TCS into disrepute.

13. I understand that I must not use ICT at school or elsewhere, to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, or put myself or anyone else at risk of this, even as a joke.

14. I will not engage in cyber bullying behaviour directed to another member of the school community. This can be defined as: any material posted (in any form – photos, print) on a website or sent on the Internet or any technological device which identifies, bullies, embarrasses or harasses individual students, groups, parents and families, staff or others in the school community. This applies both at and away from the geographical school location using school or privately owned devices. It can include:
- Annoying/repeated phone calls
- Harassing, offensive or obscene emails
- Threatening emails or text messages
- Defamatory, embarrassing or personal information on message boards or chat rooms
- Posting information or photos without the victim’s permission with the intent to cause hatred

15. I understand that if I break these rules, the school may inform my parent(s). In addition, I may be subject to loss of Internet privileges and may incur other disciplinary options. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
SECTION C   Toongabbie Christian School Cybersafety Use Agreement Form

To the student and parent/legal guardian/caregiver, please:
1. Read these pages carefully to check that you understand your responsibilities under this agreement.
2. Keep the (separate) Cybersafety Use Agreement document (pages 1-2) for future reference.
3. Detach and return this page only to the School, with the Enrolment Application (if applicable).

SCHOOL: Toongabbie Christian School responsibilities include -
• We will do our best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in Use Agreements
• We will keep a copy the Use Agreement on file
• We will respond appropriately to any breaches of the User Agreements
• We will provide members of the school community with cybersafety education designed to complement and support the Use Agreement initiative
• We will welcome enquiries from students or parents about cybersafety issues.

STUDENT: My responsibilities include -
• I will read this Cybersafety Use Agreement carefully
• I will follow the cybersafety rules and instructions whenever I use the school’s ICT
• I will also follow the cybersafety rules whenever I use privately-owned ICT on or off the school site while I am a student of the school
• I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
• I will take proper care of school ICT AND I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
• I will keep the User Agreement document somewhere safe so I can refer to it in the future
• I will ask a teacher if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this Cybersafety Use Agreement. I know that if I breach this Use Agreement there may be serious consequences.

Student name                               Student signature                  Date

PARENT / GUARDIAN: My responsibilities include -
• I will read this Cybersafety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school’s work to maintain a Cybersafe environment.
• I will encourage my child to follow the Cybersafety rules and instructions.
• I will contact the school if there is any aspect of this Use Agreement I would like to discuss.

Father/Guardian signature       Mother/Guardian signature       Family Name printed       Date

Please note:
This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.