Toongabbie Christian School

CYBERSAFETY USE AGREEMENT: Primary Students

June 2014

- INSTRUCTIONS

1. Please read this document carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Please discuss the cybersafety rules with your child.
3. Parents and students need to sign the agreement form and return the “School Copy” with the Enrolment Form.

Important terms used in this document

(a) The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.
(b) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’
(c) ‘Cybersafety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
(d) ‘School ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
(e) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, 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, digital, 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 as they come into use

SECTION A: Introduction

The measures to ensure the cybersafety of Toongabbie Christian School outlined in this document are based on our core values. We want students to become wise and discerning users of technology.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Toongabbie Christian School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety Use Agreements for all school staff and students.

The overall goal of the school in this matter 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 the signed consent should be returned to school.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The School may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The School may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.
SECTION B: Rules to help keep Toongabbie Christian School Students Cybersafe

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I can only use the computers and other school ICT equipment for my schoolwork.
2. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
3. 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 user name.
4. I will not tell anyone else my password.
5. I can only go online or access the Internet at school when a teacher gives permission and an adult is present. I can use the general links on the K-6 site, those in my grade section or those on the library catalogue.
6. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a “joke”.
7. While using a computer I will not:
   • Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
   • Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
   • Not show others
   • Turn off the screen or minimise the window and
   • Report the incident to a teacher immediately.
9. I understand that I must not download or install any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
10. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games and cameras.
11. I will not connect any device (such as a USB drive, camera or phone) to school ICT, or run any software without a teacher’s permission. This includes all wireless technologies.
12. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
13. I will ask my teacher’s permission before giving out any private information online. I will also get permission from any other person involved. Private information can identify you.
   Private information includes:
   • Name
   • Address
   • Email address
   • Phone numbers
   • Photos
14. I will respect all school ICT 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
   • Using my allocated computer in the computer rooms
   • Only doing my own work on the computer
   • Not fiddling with equipment or settings
   • Staying in my seat unless I have permission to move around the room
   • Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
   • Not having food or drink near equipment
   • Reporting any breakages/damage to a staff member.
15. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.
17. I cannot use school ICT equipment until my parents and I have read and signed the agreement form (Section C).
SECTION C: Toongabbie Christian School Cybersafety Use Agreement Form

To the parent/carer, please:
1. Read and keep this Cybersafety Use Agreement document for future reference.
2. Read these pages carefully to check that you understand your responsibilities under this agreement.
3. Complete, detach and return page 5 to the School, with the Enrolment Application.

I understand that Toongabbie Christian School will -
• Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or school ICT equipment/devices at school, or at school-related activities.
• Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in Cybersafe.
• Keep a copy the Use Agreement on file
• Respond appropriately to any breaches in an appropriate manner
• Welcome enquiries from students or parents about cybersafety issues.

My responsibilities include -
• I will read this Cybersafety Use Agreement document
• I will discuss the information with my child and explain why it is important
• I will return the signed agreement to the school
• I will support the school’s cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
• I will contact the Principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this Use Agreement and I am welcome to do this at any time.
To the parent/carer, please:

4. Read and keep this Cybersafety Use Agreement document for future reference.
5. Read these pages carefully to check that you understand your responsibilities under this agreement.
6. Complete, detach and return this page to the School, with the Enrolment Application.

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- I will contact the Principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this Use Agreement and I am welcome to do this at any time.

I have read this Cybersafety Use Agreement and I am aware of the school’s initiatives to maintain a cyberspace learning environment, including my child’s responsibilities.

Student name .................................. Student signature ................................ Date

Father/Guardian signature ................... Mother/Guardian signature .................. Family name (printed)

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.