



## STUDENT CYBER SAFETY USE AGREEMENT

### INSTRUCTIONS CHECKLIST

- 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 by email to [enquiries@TCC.nsw.edu.au](mailto:enquiries@TCC.nsw.edu.au)
- Please discuss the Student Cyber Safety Use Agreement with your child.
- Please sign page 4 and keep Sections A and B for future reference.
- Parents/Carers and students need to sign Section C of the Agreement Form (page 5) and return it to the College.
  - Primary (K-6) forms to classroom teacher
  - Secondary (7-12) forms to College Office
  - New enrolment (K-12): include page 5 with Enrolment Application documents

### IMPORTANT TERMS USED IN THIS DOCUMENT

- (a) **'The Agreement'** refers to the Student Cyber Safety Use Agreement.
- (b) The abbreviation **'ICT'** in this document refers to the term 'Information and Communications Technology'.
- (c) **'Cyber Safety'** refers to the use of the Internet and all ICT equipment/devices in keeping with supporting a safe and supportive learning environment.
- (d) **'College ICT'** refers to the College's ICT network, Internet access, computers, and all other College ICT equipment/devices as outlined in (e) below.
- (e) The term **'ICT equipment/devices'** used in this document, includes but is not limited to, computers (such as desktops and laptops), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods), 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

This Cyber Safety Use Agreement applies to:

- the use of the TCC network and all TCC ICT equipment & devices whether on or offsite
- all privately owned ICT equipment/devices that access the TCC network

The measures to ensure the Cyber Safety of Toongabbie Christian College outlined in this document are based on our core values, and legislative and professional obligations. It is expected that students will be wise and discerning users of technology. All students will be issued with a Student Cyber Safety Use Agreement from here onwards referring to as the Agreement, and once signed consent has been returned to the College, students will be permitted to use the College's ICT network, equipment/devices.

The Agreement refers to information about obligations and the nature of possible consequences associated with Cyber Safety breaches that undermine maintaining a safe and supportive learning environment.

The College's ICT network, Internet access, computers and other College ICT equipment/devices are for educational purposes aligned with the College's ethos. This applies to all ICT equipment/devices regardless of ownership used on or off the College site.

The College will both store history of Internet use and filter the Internet usage of students whilst at College. This is applicable to all devices that are brought to school and connected to the College's WiFi.

The College may audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit.

The College recognises that parents/carers may feel the need to check the materials their child is accessing on their nominated device that has a College password. In this circumstance, parents/carers can request their child to log into the computer for them.

**Please note:** This agreement for your child will remain in force for the duration of their enrolment. If it becomes necessary to amend any information or rule, parent/carers will be advised in writing.

**As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules appropriate to my particular year group:**

#### ▪ **KINDERGARTEN TO YEAR 4**

1. I can only use the computers and other College ICT equipment/devices for my schoolwork.
2. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
3. I will log on only with my user name and will not allow anyone else to use my user name.
4. I will not tell anyone else my password. If I need to show my parent/carer something which is password protected, I agree to log in with them.
5. I can only go online or access the Internet at school when a teacher gives permission and an adult is present. I can only access websites that my teacher directs me to use.
6. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment/device to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our College, or the College 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 College. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - make any attempt to bypass security measures, monitoring and filtering that is in place at the College.
8. If I accidentally find anything mean or rude or things I know are not acceptable at our College on any ICT, I will:
  - not show other students
  - turn off the screen or minimise the window
  - immediately report the incident to a teacher.
9. I understand that I must not download or install any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.
10. The College Cyber Safety rules apply to any ICT equipment/devices brought to College including mobile phones.
11. I will not supply any personal information online unless I have my teacher's permission as personal information can identify you.

Personal information includes but is not limited to:

  - Name
  - Address
  - Email address
  - Phone numbers
  - Photos
12. I will respect the College's ICT network and will treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting or interfering with any College network and systems
  - not attempting to gain unauthorised access to the College's ICT network and system
  - using my allocated computer in computer rooms/classrooms
  - only doing my own work on the computer
  - not misusing equipment or changing settings
  - staying in my seat unless I have permission to move around the room
  - following all College Cyber Safety 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.
13. I understand that if I break these rules, the College may need to inform my parent(s)/carer(s). In serious cases, the College may take disciplinary action against me. I also understand that my family may be charged for any repair costs.
14. I cannot use College ICT equipment/devices until my parents and I have read, signed and returned the Agreement (Section C) to the College.

## ■ YEARS 5-12

1. In relation to logons and passwords, I will:
  - only log on to the TCC network using my user name
  - not allow anyone else to use my login
  - not tell anyone else my password
  - log off or shut down at the end of a session in a computer room
  - not leave a logged-on device unsupervised
  - log in whenever my parent/carer requests to view my work or my online history.
2. Whilst at College, I will only use my College ICT account.
3. I understand that whilst using the College network the College will:
  - use filtering software to restrict access to certain sites and data, including email
  - capture Internet use history.
4. In relation to Internet sites, I understand that whilst at College or at home, I:
  - will not access, or attempt to access, inappropriate, age restricted, illegal or objectionable and offensive material (such as, but not limited to, pornography, sexting, cruelty, or violence) that is incompatible with the Christian ethos of the College
  - will not download, save or distribute such material
  - will not make any attempt to bypass security and filtering that is in place at College
  - will act responsibly if I accidentally access inappropriate material by
    - not showing others
    - turning off the screen or minimising the window
    - reporting the incident to a teacher immediately.
5. In relation to the use of a personal device(s) using the College's BYOD, I will follow all College expectations, including:
  - provide a personal device(s) that fulfil(s) the published specifications of the College
  - have it ready for use, fully charged each day
  - only use as directed by the teacher.
6. If I bring a mobile phone to School, it will remain in my bag and on silent throughout the day. I will not use it without permission during School hours. After School hours, whilst on College premises, I may use it to contact my parent/carer for organisational reasons.
7. I will obey copyright regulations. I understand that I must not download any files such as music, videos, games or install or run programs without the permission of a teacher.
8. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also gain permission from any other person involved. Personal information includes but is not limited to name, address, email address, phone numbers, photos or links to social media.
9. I will not copy any software or files (including photos) from the TCC network without permission from a staff member.
10. I will respect all ICT systems in use at College and treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting the running of any College ICT network or systems
  - not attempting to gain unauthorised access to any restricted areas of the network, or the personal data files of others
  - following all College Cyber Safety rules, and not joining in if other students choose to be irresponsible
  - not interfering with computer settings and cabling as set by IT staff
  - reporting any potential security problems to a staff member
  - immediately reporting any breakages/damage to a staff member
  - obeying all computer classroom rules assigned by the teacher.
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 TCC School Community travelling to or from College, at College, or at College-organised events
  - post any such images or videos on any social networking and/or image/video sharing websites.
12. I will not participate in any in social networking conversations that is:
  - of a libellous nature about another member of the College Community
  - that involve comments that would bring TCC into disrepute.
13. In relation to maintaining safe and supportive relationships, I must not use ICT at College or elsewhere, to 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 our College Community and outside of this Community, both at and away from the geographical College location using College or privately owned devices. Cyberbullying can take many forms including: any material posted (such as photos, videos or writing) on a website or sent on the Internet or any technological device which identifies, upsets, offends, harasses, vilifies, threatens or in any way harms or embarrasses individual students, groups, parents and families, staff or others in the College Community. 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. When necessary, I will complete the NESAs 'All My Own Work' course in preparation for Preliminary and HSC courses. This course informs students about appropriate practices in relation to avoiding plagiarism.
16. I understand that if I break these rules, the College may inform my parent(s)/carer(s). In addition, I may be subject to loss of Internet/ICT privileges and may incur other disciplinary actions, including suspension from College.
17. I understand that my family may be charged for ICT equipment repair costs.
18. If illegal material or activities are involved, it will be required of the College to inform the Police.

## ▪ COLLEGE RESPONSIBILITY

Toongabbie Christian College will:

- implement cyber safe strategies by maintaining an effective Cyber Safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ICT equipment/devices at College or at College-related activities, and implementing this Agreement
- retain a copy of this Agreement
- respond to any breaches of this Agreement
- provide members of the College Community with Cyber Safety education designed to complement and support this Agreement
- address enquiries from Students or Parent(s)/Carer(s) in relation to this Agreement.

## ▪ STUDENT RESPONSIBILITIES

After carefully reading this Agreement, I will fulfil my responsibilities, to comply with the Agreement.

I have read and understood my responsibilities, and I know that if I breach this Agreement there may be consequences.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student signature \*

\_\_\_\_\_  
Date

\* Dependent on handwriting ability

**Parent/Carer Agreement:** After carefully reading this Agreement, I will:

- discuss it with my child so there is a clear understanding of their responsibilities in maintaining a safe and supportive learning environment for the whole College Community
- encourage my child to obey this Agreement
- contact the College if there is any aspect of this Agreement I would like to discuss.

\_\_\_\_\_  
Parent/Carer signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Carer signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date

***Parent(s)/Carer(s): Please keep pages 1-4 of this Agreement for your own records***

**SECTION C: TOONGABBIE CHRISTIAN COLLEGE CYBER SAFETY USE AGREEMENT FORM [This page to be returned to College]**

**STUDENT NAME:** \_\_\_\_\_ **GRADE** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**To the Student and Parent/Carer, please:**

1. Read the agreement carefully to check that you understand your responsibilities under this agreement.
2. Sign and keep the Cyber Safety Use Agreement document, Sections A and B, pages 1 to 4 for future reference.
3. Detach and return **this page only** to the College.
  - Primary (K-6) forms to classroom teacher
  - Secondary (7-12) forms to College Office
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\_\_\_\_\_  
Parent/Carer signature

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Name printed

\_\_\_\_\_  
Date

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Name printed

\_\_\_\_\_  
Date

***Please return this page only to the College.***