



Cyber-Safety Use Agreement Information

Reception to Year 12

Dear Parent/Caregiver

To assist Moonta Area School to enhance and embrace learning through the safe use of information and communication technologies (from here on in referred to as ICT's), we invite you to read this document with your child, discuss its content and support our initiatives by co-signing with your child the attached Cyber-Safety Use Agreement.

Cyber-safety refers to the safe use of computers, the internet and related equipment/devices. The goal of Moonta Area School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and Department for Education professional obligations. A number of initiatives are already established within our school to ensure cyber-safety, and include the Cyber-Safety Use Agreement.

The Cyber-Safety Use Agreement includes information about your obligations, responsibilities, and the nature of the possible consequences associated with breaches of the Cyber-Safety Use Agreement that undermine the digital safety of our school environment and those that work within it.

All students will be issued with a Cyber-Safety Use Agreement and once signed and returned to school, access to ICT equipment is approved. While every reasonable effort is made by schools, preschools and Department for Education administrators to prevent children's exposure to inappropriate content when using ICT's, it is not possible to completely eliminate the risk of such exposure. In particular, Department for Education cannot filter Internet content by your child from home, from other locations away from school or on privately owned mobile devices. Department for Education recommends the use of appropriate Internet filtering software.

Please contact the Principal if you have any questions or concerns about this document or your child's safety in the using of computers, the internet or other ICT equipment/devices.

About the Cyber-Safety Use Agreement

What does the Cyber-Safety Use Agreement cover?

- Computers, computing networks, internet access facilities and other ICT equipment/devices.
- All ICT equipment, whether it is owned or leased, either wholly or partly by the school.
- All ICT equipment whether used on or off our school site.

Is Cyber-Safety monitored?

- Material sent and received using the school network may be monitored and filtering/monitoring software may be used to restrict access to certain data and websites. This also includes email.

What may happen if the Cyber-Safety Agreement is breached?

- Where a student is suspected of a Cyber-Safety Agreement breach (or e-crime), this will be reviewed by the Principal and/or reported to the South Australian Police.
- Where a personal electronic device, such as a mobile phone, is used to capture images of a crime (such as an assault), the device will be confiscated and handed to the South Australian Police.

Additional information about Cyber Safety

- More information about internet filtering can be found on the website of the Australian Communications and Media authority.

Office 365

- Office 365 is available for Year 3-12 students. By downloading and installing LearnLink Office 365 software, users understand and accept the risks of using the service. Please visit <https://products.office.com/en-au/office-system-requirements> for more information.

IMPORTANT TERMS

ICT

Information and Communication Technology

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 technology - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

School and preschool ICT

refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

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), 3D printers 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

(electronic 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.



Cyber-Safety Use Agreement Information

Reception to Year 12

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and those around them, 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.

Strategies to help keep Moonta Area School Year 10 to 12 student's cyber-safe :

- 1 • I will use school ICT equipment only when my parents/caregivers have signed my **Cyber-Safety Use Agreement** form and the completed form has been returned to school.
- 2 • While at school, I will use computers, the internet and other ICT equipment only for school related activities. I will access, attempt to access, download, save and distribute only age appropriate and relevant material. I will report any attempt to bypass security, monitoring and filtering that is in place at school.
- 3 • 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 offensive, bully or harass, or in any way harm anyone else, even the school itself - even if it is only meant to be a joke.
- 4 • I will log on to the schools network with only my username and password, which I will keep private, and will not pressure others into sharing their username or password.
- 5 • If I unintentionally access inappropriate material, I will not show others; I will turn off the screen or minimise the window and report the incident to a teacher or adult immediately. I will also inform a teacher or adult present of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
- 6 • I will use my mobile phone or other electronic communication device only in accordance with the **Moonta Area School Electronic Communication Devices Policy**.
- 7 • 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; not joining in if other students choose to be irresponsible with ICTs and reporting any breakages/damage to a staff member.
- 8 • Only for school related activities 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.
- 9 • To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
- 10 • My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive that I bring to school or a school related activity, **also is covered by this Cyber-Safety Use Agreement**. Any images or material on such equipment/devices must be appropriate to the school environment.
- 11 • 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 address and/or email address, my phone numbers and photos of me and/or people close to me.
- 12 • 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 e-mail.
- 13 • The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
- 14 • If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may 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.

Useful Websites

Australian
Communications
and Media Authority
www.acma.gov.au

Net Alert
www.netalert.gov.au

Kids Help Line
www.kidshelp.com.au

Bully No Way
www.bullyingnoway.com.au



To the parent/caregiver/legal guardian

- Please read the **Cyber-Safety Use Agreement Information** and the **Cyber-Safety Use Agreement** (below) carefully with your child to check that you understand your child's responsibilities under this agreement.
- Co-sign this agreement with your child.
- Return the signed agreement to the school.

I understand that Moonta Area 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 cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies;
- contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this Cyber-Safety Use Agreement.

CYBER-SAFETY USE AGREEMENT

In 2020, we have introduced a family form so you are able to return all of your child/ren's paperwork for the ICT Agreement in one form.

Please return the attached form once the following has been done:

- All participants to read through the ICT agreement
- Each student to list their name, class and sign the form
- Parent / Caregiver / Legal Guardian to sign the form
- Keep the Cyber-Safety Use Agreement Information
- Return the signed form to the Front Office

Reception to Year 12 CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-Safety User Agreement
and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of Student	Year Level / Class	Signature of Student	Date

For the Parent/Caregiver/Legal Guardian: My responsibilities include:

- reading this Cyber Safe User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment;
- encouraging my child to follow the cyber-safe strategies and instructions;
- contacting the school if there is any aspect of this Use Agreement I would like to discuss;
- being vigilant in the monitoring of my child's ICT use.

Name of parent/caregiver/legal guardian

Signature of parent/caregiver/legal guardian

Date.....

Please note: This agreement will remain in force for this school year.

A new agreement will be issued each year.

If it becomes necessary to add/amend any information or rule, you will be advised in writing.

PLEASE RETURN THIS AGREEMENT TO SCHOOL AND KEEP THE INFORMATION FOR YOUR OWN REFERENCE.