ST AGNES SCHOOL CYBER SAFETY POLICY

ST AGNES SCHOOL
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Learning today, leading tomorrow.
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Dear Parent/Caregiver,

The measures to ensure the cyber-safety of St Agnes School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached User Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety User Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at St Agnes School and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school and used on or off the site.

The overall goal of St Agnes School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User 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 students will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia 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 police.

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. DECD recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at http://www.acma.gov.au, NetAlert at http://www.netalert.gov.au, the Kids Helpline at http://www.kidshelp.com.au and Bullying No Way at http://www.bullyingnoway.com.au.

Please contact a member of the leadership team, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

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 email, 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, iPads, 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 St Agnes School students Cyber-safe

Parents/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 help us stay safe when using ICT at school (or preschool) and after formal school (or preschool) hours.

1. I will use school ICT equipment only when my parents/caregivers and I have signed my User 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.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. I will keep my username and password private and only log on using my username and password.
6. I will use the Internet, email, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass or in any way harm anyone else or the school itself.
7. While at school, I will:
    - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language
    - report any attempt to bypass security, monitoring and filtering that is in place at our school
8. 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 immediately
9. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes mobile phones, iPods, iPads, games, cameras, tablets and USB/portable drives.
10. Only with written permission from the teacher 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.
11. The school cyber-safety strategies apply to any ICTs brought to school.
12. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
13. 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
    - address
    - email address
    - phone numbers
    - or photos of me and/or people close to me
14. 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, and not joining in if other students choose to be irresponsible with ICTs
    - reporting any breakages/damage to a staff member
    - following our school cyber-safety strategies, being sensible and using equipment appropriately
15. If I do not follow cyber-safety 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.

Cyber-safety User Agreement Form

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed User Agreement to the school.

I understand that St Agnes 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 User 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 User Agreement.

CYBER-SAFETY USER 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 child..... Class .....

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

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.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.