



# Cyber-Safety at Gilles Street Primary School

## Computer and Internet Acceptable User Policy

Dear Parent/Caregiver,

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Gilles Street Primary 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 measures to ensure the cyber-safety of Gilles Street Primary 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 Acceptable Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Acceptable Use Agreements for staff and learners. 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 learners.

The overall goal of Gilles Street Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Acceptable Use 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 learners will be issued with an Acceptable Use Agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the network may be monitored at any time and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and DECS 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, DECS cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECS 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>, Cybersmart at <http://www.cybersmart.gov.au/>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the principal, 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 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), 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 Gilles Street Primary School 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 and after formal school hours.**

1. I will use school ICT equipment only when my parents/caregivers have signed my Acceptable Use 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 and only with my teacher's permission.
3. I will keep all of my passwords private and I will not login to other student accounts or staff accounts and I will access only my own files and will not open other individuals' files without permission and direct supervision.
4. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
5. 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 such as swearing
  - not attempt to get around, or bypass, security, monitoring and filtering that is in place at our school and I will report any attempts made by others.
  - ask my teacher if I'm not sure of something.
6. 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.
7. I will use the Internet, e-mail, mobile phones (out of school hours) and any other ICT equipment only for positive purposes and. Therefore, I will not be mean, rude or unkind to or about other people.
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 straight away.
9. I will ask my teacher's permission or my parent's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
10. I will take responsibility for my own actions. 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.

# Acceptable Use 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 Use Agreement to the school.

I understand that Gilles Street Primary 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 Acceptable 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 Acceptable Use Agreement.

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## ACCEPTABLE USE AGREEMENT

I have read and understood this Acceptable Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment. I agree to follow the guidelines and rules set out in the Acceptable Use Agreement and understand that if I use any ICTs or the Internet inappropriately I will be subject to consequences and may lose the privilege of using ICTs and the Internet at school.

Name of child.....

Group/Class .....Year Level .....

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

Signature of student .....Date.....

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

**Please note: This agreement will remain in force as long as your child is enrolled at Gilles Street Primary School. Each year children and parents will be asked to sign the Acceptable Use Agreement as a way to share updates, and information about changes in ICTs at Gilles Street Primary School. If it becomes necessary to add/amend any information or rules, you will be advised in writing.**

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