

Walkerville Primary School



Cyber-Safety Use Agreement and ICT Device Policy Years 3-6

Care | Co-operation | Commitment
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Dear Parents/Caregivers and Students,

The measures to ensure the cyber-safety of students at Walkerville 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 Cyber Safety Use Agreement form.

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

The computer network, internet and wireless access facilities, computers and other ICT devices bring great benefits to the teaching and learning programs at Walkerville Primary School, and to the effective operation of the school. The ICT devices are 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 Walkerville Primary School Cyber Safety Use Agreement is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Cyber Safety Use Agreement includes information about the 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 Cyber Safety Use Agreement and once signed and consent has been returned to school, students will be able to use the school ICT devices or BYOD (Bring Your Own Device). 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 Australian Police. Where a personal electronic device 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 Department for Education 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, DfE cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices or wireless owned by your child. DfE recommends the use of appropriate internet filtering software.

Regards,
Walkerville Primary School Staff



Strategies to help keep Walkerville 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 not use school ICT devices until my parents/caregivers and I have signed my Cyber Safety Use Agreement Form and the completed form has been returned to school.
2. I will use the computers, iPads, laptops and other ICT devices 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. If I have my own user names (e.g. network Wi-Fi login and email address), I will log on only with those user names. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the internet, e-mail, and any ICT devices 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, even if it is meant as a joke.
8. 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
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school on both the computing and wireless network.
9. 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 and get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT devices to school; this includes games, cameras, and USB/portable drives.
11. I will keep my device name iPad/Laptop as my student name except in special circumstances.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. The school cyber-safety strategies apply to any ICTs brought to school.
14. I will turn off cellular data, messages, notifications, any chat conversations during the school day. I will not be involved in group chat via any message app with more than 3 friends.
15. To ensure appropriate network filters, students will only connect to the school wireless network, to be set up by a member of staff.
16. 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.
17. 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, e-mail address, phone numbers, photos of me and/or people close to me.
18. I will respect all school ICTs and will treat all ICT 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.

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.

Walkerville Primary School Student ICT Device policy

Walkerville Primary School acknowledges that ICT devices may be used as a safety measurement out of school hours for children who travel alone, on public transport or for those students who walk to and from school.

Parents are reminded that in cases of emergency, the school office remains the vital and appropriate point of contact to ensure your child is reached quickly and assisted in any appropriate way.

The decision to provide a device to their children should be made by parents or guardians. Parents should be aware if their child takes a device onto school premises.

Please note, the school accepts no responsibility for:

- Loss, damage or theft of ICT devices including iPads while travelling to and from school and during the school day.
- Investigation of theft of devices. Students will be advised to report the theft to SA Police.
- The Department for Education does not provide insurance for accidental loss or damage to devices brought to schools for use by students. However, claims may be met under the department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school.

Acceptable Use

- iPads, laptops and other ICT devices will only be used at school for my learning.
- Notifications are to be switched off on all devices.
- Personal ICT devices remain the responsibility of the student.
- Devices should be charged at home ready for use at school.

Unacceptable Use

- Students with devices may not engage in personal attacks harass another person or post private information about another person using SMS, the internet, taking/sending photos or objectionable images and phone calls.
- Electronic communication devices including iPads are not to be used to make calls, send messages, surf the internet, take photos or any other application on school grounds.
- Students using devices inappropriately at school will face disciplinary action as sanctioned by the Leadership team. The school has the legal right and responsibility to hold a student's mobile phone or iPad to be handed to the SA Police if there are any concerns re inappropriate material on the phone or possible evidence of electronic abuse or harassment.
- Accessing the internet by using an unauthorized device or network will be considered a breach of the school's code of conduct regarding BYOD and will result in access privileges to the school's network/internet being withdrawn.



To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed Cyber Safety Use and ICT Device Agreement to the school.

I understand that Walkerville 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, wireless network or on ICT 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 Cyber Safety 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 ICT Coordinator to discuss any questions I may have about cyber-safety and/or this use agreement.

Other policies that support cyber-safety at Walkerville PS include:

- Mobile phone policy
- Bullying Prevention policy
- Behaviour Management policy

WPS Cyber-Safety Use Agreement and ICT Device Policy agreement (Years 3-6)

I have read and understood this Cyber-Safety Use Agreement and ICT Device policy and I am aware of Walkerville Primary School's initiatives to maintain a cyber-safe learning environment.

Name of child: _____

Room number: _____

BYOD Device (if applicable): _____

BYOD Device student consent (if applicable): _____

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 in writing.

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

Information about Internet safety and filtering can be found at: <http://www.acma.gov.au>

