



**Dear Parent/Caregiver,**

The measures to ensure the cyber-safety of Gawler & District College B-12 are based on our core values of Respect, Generosity and Excellence. 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 Use Agreement Form.

Rigorous cyber-safety practices are in place, which include Cyber-Safety Use 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 Gawler & District College B-12, 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 Gawler & District College B-12 is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The 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 students will be issued with a Cyber-Safety Use 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 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, **we cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.** Gawler & District College recommends the use of appropriate Internet filtering software at home, and connection to available school Wi-Fi services with student owned devices at school.

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

Please contact the R-6 Sub-School Leader, 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, iPads), storage devices (such as USB and SD cards, CDs, DVDs, 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 Gawler & District College B-12 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 and after formal school hours.

1. I will use school ICT equipment only when my parents/caregivers have signed my Use Agreement form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for research and tasks that are related to my school work.
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 log on only with my own username and password. I will not share or allow anyone else to use my logon details.
6. I will keep my password private.
7. I will use the Internet, e-mail, 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, even if it is meant as a joke.
8. While at school, I will:
  - attempt to search only 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.
9. No executable files (.exe file), or any other inappropriate files, including computer games, pornography, music, movies and images not used for school work, are to be stored in students directories or brought to school on a usb or any other device.
10. 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
  - show a teacher straight away.
11. Only with written permission from home and the school will I bring any ICT device to school.
12. Only with written permission from the teacher/ IT staff will I connect any ICT device to school ICT, or run any software (e.g. USB/portable drive, iPad, iPod, tablet, camera or phone). This includes all wireless/Bluetooth technologies.
13. The school cyber-safety strategies apply to any ICT devices brought to school.
14. 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.
15. 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
  - my e-mail address
  - my phone numbers
  - photos of me, others and/or people close to me.
16. 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
  - not seeking information on how to disrupt school or any other ICT services
  - not encouraging others to use ICTs inappropriately
  - 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 teacher.
17. The school will monitor traffic and files sent and received using the school's ICT network. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
18. 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.
19. **The LearnLink Office 365 Service, including Office 365 Pro Plus is only to be used in relation to delivering curriculum objectives, and will not be used to store sensitive or personal information.**

## 2020 Cyber-Safety Use Agreement Form – Year 4 to 6

To the parent/caregiver/legal guardian:

1. Please read this page carefully to check that you understand your responsibilities under this agreement.
2. Return the signed section of the Cyber-Safety Use Agreement to the school.

I understand that Gawler & District College B-12 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 Cyber-Safety Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches of this agreement 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 class teacher to discuss any questions I may have about cyber-safety and/or this Use Agreement.

**PLEASE COMPLETE THE REPLY SLIP BELOW, CUT OFF AND RETURN TO SCHOOL.  
KEEP THE ABOVE INFORMATION FOR YOUR OWN REFERENCE.**



### 2020 CYBER-SAFETY USE AGREEMENT – YEAR 4 TO 6

We have read, understood and agree to the terms and conditions of this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Print Name of student.....Student Id No. ....

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

Year Level..... Class Teacher .....

Print name of parent/caregiver/legal guardian.....

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

#### FOR ICT OFFICE USE ONLY:

DAYMAP       AD – ACCOUNT       AD - ID No. (Initials)       AD – EMAIL       CUA DATABASE

                      

ENTERED DATE ...../...../.....

BY .....

Updated 23/01/2020