



## CYBER-SAFETY AT RIDGEHAVEN PRIMARY SCHOOL

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Ridgehaven 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 asking you to read this document and sign the attached User 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 Ridgehaven 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 overall goal of Ridgehaven 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 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 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 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>, 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 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 e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School ICT'** refers to the school'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, 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.

## Ridgehaven Primary School Student Cyber-safety/Technology User Agreement

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. If I have my own user name, I will log on only with that user name. 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, 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, 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.
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
  - get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only with permission from the teacher will I connect any ICT device to school ICT. A USB must only have files on it that are directly linked to my learning.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. 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.
14. I will not divulge any personal information about myself or other people 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.
15. 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
  - only printing with a teacher's permission.
  - reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school will inform my parents/caregivers. In serious cases, the school will take disciplinary action against me such as suspension from internet usage. My family may be charged for repair costs. If illegal material or activities are involved or e-crime (including cyber bullying) is suspected, it will 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.

Signature of student .....Date.....  
(R-4 parent / caregiver sign on behalf of student)

# Ridgehaven Primary School parent/caregiver 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.

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 strategies in the Cyber Safety User Agreement to help students stay safe when using ICT at school .

I understand that Ridgehaven 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
- reserve the right to view any files, ICT devices or communications to maintain system integrity and to ensure that users are using the system responsibly
- work with students 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 students 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 Leadership team to discuss any questions I may have about cyber-safety and/or this User Agreement.
- providing written permission as required



## CYBER-SAFETY USER AGREEMENT

I have read and understood the Cyber-safety/Technology User Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment and agree to the following.

- I allow my child to access the school computer network abiding by the Cyber Safety/Technology User agreement and support consequences for breach of behaviour.
- I allow my child to access the internet at school abiding by the Cyber Safety/Technology User agreement and support consequences for breach of behaviour.
- I allow my child's work, with their consent, to be published on the school's Intranet
- I allow my child's image to be published on the school's website and identified only by first name if necessary.

Name of child.....

Year of enrolment at Ridgehaven Primary School.....

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**