



St Joachim's Catholic Primary School Cyber-safety Use Agreement for Students

CYBER-SAFETY AT ST JOACHIM'S CATHOLIC PRIMARY SCHOOL

Tuesday 12 June 2012

Dear Parents,

The measures to ensure the cyber-safety of St Joachim's School students are based on our core values, which include the dignity and justice for each person. 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, discuss it with your children and sign the attached Use Agreement Form.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the learning and teaching programs at St Joachim's. 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 this 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 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.

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

While every reasonable effort is made by schools to prevent children's exposure to inappropriate content when using online services, it is not possible to completely eliminate the risk of such exposure. In particular, the school cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

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 your child's class teacher or myself if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Yours sincerely,

Chris Thomas
Principal

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 Prep 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, 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 St Joachim's 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.

1. I will use the computers and other ICT equipment only with a teacher's permission.
2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own username and password, I will log on only with that username. I will not allow anyone else to use my username and I will keep my password private.
5. 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.
6. While at school, I will:
 - a. 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.
 - b. report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
 - a. not show others
 - b. turn off the screen
 - c. get a teacher straight away.
8. 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, iPads, electronic games, cameras, and USB/portable drives.
9. 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.
10. The school cyber-safety strategies apply to any ICTs brought to school.
11. I will not download or copy any files such as music, videos, games or programs unless I have permission from a teacher.
12. I will not put any personal information online. Personal identifying information includes any of the following:
 - a. my full name
 - b. my address
 - c. my e-mail address
 - d. my phone numbers
 - e. photos of me and/or people close to me.
13. I will be careful and will look after all our school ICT equipment by:
 - a. not being silly and playing around with it
 - b. following our school cyber-safety strategies
 - c. telling a teacher about anything wrong or damaged.
14. If I'm not cyber-safe, the school will need to tell my parents/caregivers, and there may be consequences associated with my behaviour.

Cyber-safety 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 St Joachim's 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 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 to discuss any questions I may have about cyber-safety and/or this Use Agreement.

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CYBER-SAFETY USE AGREEMENT

I have read and understood the *St Joachim's School Cyber-safety Use Agreement for Students* and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child/ren.....

Class/es

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

Signature of child/ren Date

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.