



CYBERSAFETY USE AGREEMENT 2016

This document is comprised of three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary Students

Section C: Cybersafety Use Agreement Form.

Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Section A - Introduction

The measures to ensure the cybersafety of Stella Maris Primary School outlined in this document are based on our school's mission and vision statements.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Stella Maris Primary School and to the effective operation of the school.

Our school has rigorous cybersafety practice and education programs in place, which include cybersafety use agreements for all school staff and students. We also provide up to date information to families so that parents can maintain their children's safety at home.

The overall goal of the school is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which 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/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Section B: Cybersafety Rules for Stella Maris Primary School Students

As a safe and responsible user of ICT I will help keep myself and other people safe by following these agreements and understandings.

1. I agree to safely using ICT equipment after my parents have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I agree to only use the computers and other school ICT equipment for my schoolwork.
3. I agree to ask the teacher first if I am unsure whether I am allowed to do something involving ICT.
4. I agree to only log on with my user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I understand that I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, even if it is meant as a 'joke' This is hurtful and not funny!
8. While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - Not show others
 - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
12. I understand that the school's cyber safety rules apply to any ICT brought to school like a mobile phone.
13. I agree to ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- Name
 - Address
 - Email address
 - Phone numbers
 - Photos.
14. I will respect all and treat all ICT equipment/devices with care. This includes:
 - Telling a teacher about anything wrong or damaged.
 - Not being silly and playing around with it
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
 15. I understand that if I break these agreements & understandings, the school will inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs as a result of any damage I cause.
 16. I understand and respect that when emailing staff, they may not respond straight away or choose to respond to the email with a follow up phone call.

Section C: Cybersafety Use Agreement form.

To the parent/caregiver/legal guardian, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the students teacher
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

I understand that Stella Maris Primary School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues, this may include following our Discipline and Anti Bullying Policies.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Please detach and return this section to school.

Stella Maris Primary School Cybersafety User agreement form 2016:

I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student: Class:

Student's signature:

Name of parent/caregiver/legal guardian:

Parent's signature: Date: