



## Learning Technologies Program *Cyber Safety Agreement*

Please read and sign each section of the *Learning Technologies Program User Rights and Responsibility Agreement* form

### **CYBER-SAFETY AT HALLETT COVE R-12 SCHOOL**

Dear Parent/Caregiver,

To assist us to enhance learning through the safe use of Information and Communication Technologies (ICTs), please read this document and sign section 2 of the Learning Technologies User Rights and Responsibilities Agreements Return Form.

Rigorous cyber-safety practices are in place, which include User Rights and Responsibilities Agreements for staff and students. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using technology 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 Hallett Cove R-12 School and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, used on or off the site.

The overall goal of Hallett Cove R-12 School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Rights and Responsibilities 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 *Learning Technologies Program User Rights and Responsibilities Agreement form* and once signed consent has been returned to school, students will have access to a Digital Device for their use whilst at Hallett Cove School. The *Learning Technologies Program User Rights and Responsibilities Agreement form* is valid for the life of the program and while the child is at HCS unless the user agreement is updated, at which time a new agreement will need to be signed. Failure to sign the form means a child cannot use the computer system.

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 student's exposure to inappropriate content when using Department for Education online services, it is not possible to completely eliminate the risk of such exposure. In particular, Department for Education cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Department for Education 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 principal, 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, Chromebooks, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, Tablets, 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 (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## Supporting your child:

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them 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 equipment until my parents/caregivers and I have signed my Learning Technologies Program User Rights and Responsibility Agreement form and the completed form has been returned to school.
2. 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.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
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. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:

- access, attempt to access, download, save and distribute only age appropriate and relevant material
  - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
    - not show others
    - turn off the screen or minimise the window
    - report the incident to a teacher immediately.
  10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
  11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
  12. I will not to plug any device into the school's wired network. I understand that should I plug any device into the schools wired network will receive an immediate consequence, including suspension. I also understand that the school's network security system will scan for and report on any non-school devices plugged into the schools wired network.
  13. Only with written permission from the ICT Department of the school will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
  14. 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 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
    - reporting any breakages/damage to a staff member.
  16. I understand that ad-hoc networks (the creation of a standalone wireless network between two or more devices) are strictly forbidden while at school. The school's network security system will scan for, remove and report on any ad-hoc networks detected.
  17. I will not attempt any activity which may be considered hacking in any sense, even as a game or joke. I am aware that Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.
  18. Any type of software or hardware device designed to capture or view network data\packets (Packet-sniffing) is forbidden. Any student detected capturing network traffic will be suspended. The school's network security system will scan for and report on any device capturing packets.

19. 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 e-mail.
20. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
21. If I do not follow cyber-safe 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.

### ***All Parents/Care Givers to read this section (Section 2)***

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#### **To the parent/caregiver/legal guardian:**

**Please read this page carefully to check that you understand your responsibilities under this agreement. Ensure you return the signed Learning Technologies User Agreement to the school.**

#### **I understand that Hallett Cove R-12 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 school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in User Agreements
- respond to any breaches in an appropriate manner
- provide members of the school community with cyber-safety education designed to complement and support the User Agreement initiative
- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

#### **For the Student: My responsibilities include...**

- reading this Cyber-safety Use Agreement carefully
- following the cyber-safety strategies and instructions whenever I use the school's ICTs
- following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- taking proper care of school ICTs. I know that if I have been involved in the damage including accidental damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- keeping this document somewhere safe so I can refer to it in the future
- asking the ICT Coordinator or my Home Group teacher if I am not sure about anything to do with this agreement.

When you have read and understood this Cyber-safety Use Agreement and are aware of the school's initiatives to maintain a cyber-safe learning environment, please sign and return the Learning Technologies Program User Rights and Responsibilities Agreement form titled '*Learning Technologies Program User Rights and Responsibility Agreement*'. This form is also located on the school website under *Curriculum and One to One Learning*.