RAPID BAY PRIMARY SCHOOL

Embracing Life through Learning

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**Government
of South Australia**
Department for Education
and Child Development

Dear Parent/Caregiver,

Over the last year, internet access has improved dramatically for Rapid Bay School. With this in mind, the school is looking to update its policies to match the changing landscape for educational use of the internet. There are aspects of the policy that may not currently apply but their inclusion ensures they are in place as the technology practices continue to develop.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Rapid Bay School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is used on or off the site.

The overall goal of Rapid Bay 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.

While every reasonable effort is made by schools and DECD 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. The main strategy outlined in the policy is to reinforce the reporting of any incident immediately to an adult, staff at school, parent/caregiver at home.

Please sign and return the User Agreement.

Regards

Mark Shadiac
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 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.

Strategies to help keep Rapid Bay School Children 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 the computers and other ICT equipment only for my learning.

2. I will go online or use the Internet at school only when a staff member gives me permission.

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 user name, I will log on only with that user name. I will not allow anyone else to use my name.

5. I will keep my password private.

6. 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.

7. 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.

8. 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 as soon as possible
   - get a teacher/staff member straight away.

9. I will only bring ICT equipment/devices to school with permission from my teacher and parent/caregiver. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.

10. I will only connect an ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone) with the teacher's permission. This includes all wireless/Bluetooth technologies.

11. The school cyber-safety strategies apply to any ICTs brought to school.

12. 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.

13. 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.

14. I will respect all school lCTs 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.

15. 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.

CYBER-SAFETY USE AGREEMENT

I understand that Rapid Bay 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 or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

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

Name of child...

Class Teacher..

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.