

The use of ICT equipment and digital devices at Parkside Primary school comes with responsibilities. A range of access opportunities are provided to students to allow flexible communication with people across the world and a multitude of resource sharing available.

The Responsibility of the Student

- I agree to follow all teacher instructions regarding the use of computers, electronic devices and the Internet.
- Mobile Phones/other personal devices are not to be used at school and will be handed into the teacher if brought to school. If a parent requires urgent contact with their child they are to contact the front office so a message can be provided to the student.

CYBER-SAFETY AT PARKSIDE PRIMARY SCHOOL – RECEPTION TO YEAR 7

The measures to ensure the cyber-safety of Parkside Primary are based on our core values. To assist us to enhancing learning through the safe use of Digital Technologies we are asking parents/caregivers to read this document and sign the attached User Agreement Form.

Please note that:

- 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 learners.
- Material sent and received using the school network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mails. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police. Where a personal electronic device such as a mobile phone is used to capture images of crime, the device will be confiscated and handed to police.
- While every reasonable effort is made by schools, preschools and Department for Education 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, DFE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DFE 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>.

DIGITAL DEVICES AND CYBER-SAFETY POLICY AND USER AGREEMENT

Parents/caregivers play a critical role in developing knowledge, understanding ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we ask you to discuss with your child the strategies in this document to help us stay safe when using ICT/digital devices at school and after school hours. The following concepts will be discussed, reviewed and included at age appropriate times.

1. I will use school ICT equipment only when my parents/caregivers have signed my User Agreement form and the completed form has been returned to school. **Return within one week of delivery.**
2. I will use the ICT/Digital devices only for my learning.
3. I will go online, access the Internet or use digital devices at school only when a teacher gives permission.
4. I will only log on with **my username**. I will not allow anyone else to use my username and I will keep my password private from all other students. If my parents/caregiver requests my password I will share it. I will respect the privacy of others and not interfere with their files or folders or use their access.
5. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or offensive or to bully, harass, spam or in any way harm anyone (students, staff, school, school community, wider community), even if it is meant as a joke.
6. I will notify my teacher of any spam/chain emails and not forward them onto other students.
7. While at school, I will:
 - Search for things online that are acceptable. This excludes anything that is rude, violent or uses unacceptable language such as swearing, racist or sexist language;
 - Report any attempt to get around, or bypass current school filtering system;
 - Only print with teacher permission;
 - Ensure that any personal devices are turned off and stored appropriately (with classroom teacher).
8. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school [or preschool], I will:
 - Not show others;
 - Turn off the screen;
 - Get a teacher straight away.
9. Only with written permission from home and the school will I bring any ICT equipment/devices to school. I acknowledge that any damage or loss to this property will be at my own risk and the school will not be held responsible.
10. I will be careful and will look after all of our school Digital Devices. This includes no food or drink near devices, storing devices appropriately and keeping areas tidy. I will tell a teacher about anything wrong or damaged.
11. I will not bring or download unauthorised programs, including games, to the school or run them on school computers or iPads.
12. 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.
13. I will follow these cyber-safety strategies. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour. If illegal material or activities are involved, it may be necessary for the school to inform the police and hold securely personal items for examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

PLEASE NOTE: Under regulations 40 and 41 of the Education Regulations 1997 act, Principals can suspend or exclude a student who acts in a manner that threatens the safety or wellbeing of a student or member of staff, or another person associated with the school. These regulations do not preclude an event that occurs outside of school hours or off-site. Principals can therefore use these procedures with a student enrolled at their school if the Principal believes, on reasonable grounds, that they student has acted in such a manner, even if this behaviour occurred outside of school hours of offsite.

DIGITAL DEVICES AND 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;
- This user agreement applies for the duration of your child's schooling;
- Parents and Students are required to sign and return the agreement;
- Return the signed user agreement to the classroom teacher, who will then share with front office.

I understand that Parkside Primary School will:

- Do its best to enhance learning through the safe use of ICTs/Digital devices. 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.

Parents/Caregiver 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/deputy principal or classroom teacher to discuss any questions I may have about cyber-safety and/or this User Agreement.

CYBER-SAFETY USER AGREEMENT

(Please return only tear-off slip to your classroom teacher, families may keep the 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

Child's signature

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.

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