



## 2024 Cyber-Safety Responsible Use Agreement: Stages 3&4

Dear Parent/Caregiver,

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 child and acknowledge that you have done this, via the last page of this document.

At Good Shepherd a number of cyber-safety practices are in place. These include cyber-safety Use Agreements for staff and learners. Information about remaining safe when using technologies is provided to all learners. The computer network, internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Good Shepherd Lutheran 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 Good Shepherd Lutheran School is to create and maintain a cyber-safe 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.

Both students and parents are required to read and discuss the Use Agreement below. Once consent has been given, students will be able to use the school ICT equipment.

Attached to this letter is the Cyber-safety Responsible Use Agreement form which will need to be signed by both students and parents. This will be kept by the classroom teacher and referred to when needed. These two agreements work together to support student cyber-safety.

Material sent and received using the network may be monitored and filtering will 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 Good Shepherd Lutheran School 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, we 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 Cyber Safety can be found at <http://www.esafety.gov.au/> Please contact your child's teacher, 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, iPads), cameras (such as video and digital cameras and webcams)

**'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.

**'See-Saw'** is an online platform for sharing student learning as an e-portfolio and for feedback from parents and teachers.

## Student Expectations and Agreements for using ICT at school

1. I will use all ICT equipment at school for learning purposes only.
2. I will go online or use the Internet at school only when a teacher gives permission.
3. I will log on only with my username. I will not allow anyone else to use my name.
4. I will keep my passwords private from other students.
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.
6. I will only store school related material on my device as instructed by the teacher.
7. I will not download or copy files with teacher permission.
8. I will not enter any personal information online.
9. I will only take photos and videos for learning purposes. I will make sure I have asked permission from all people involved.
10. I will connect ICT devices to school ICT, or run software (eg a USB/portable drive, camera or phone) **ONLY** with permission from the teacher. This includes all wireless/Bluetooth technologies.
11. I will not use ICT before or after school while on school grounds or on the bus.
12. I will ensure my device is fully charged for each day of learning.
13. I will not use messaging apps to contact my parents or other students during the school day.
14. I will only search for things online that I know are acceptable at our school.
15. I will immediately close any internet 'pop ups' that appear.
16. 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) close the laptop/ digital device
  - d) get a teacher straight away
17. I will respect all school ICT 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.

If I break this school agreement, there may be consequences, such as the loss of ability to use ICT during learning for a period of time.

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.

I will not use school ICT equipment until my parents/caregivers and I have discussed the **Student Expectations and Agreements for use of ICT at school**, and permission has been given.

## Cyber-safety Responsible Use Agreement form

To the parent/caregiver/legal guardian:

Please read this page carefully with your child to check that you understand your responsibilities under this agreement.

I understand that Good Shepherd Lutheran 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. The response to incidences will depend on the offence. This may include any or all of the following:
  - ✓ parents informed.
  - ✓ restorative conversation.
  - ✓ removal of digital privileges (short or long term).
  - ✓ time with Leadership staff.
- 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 and support them in upholding the **Student Expectations and Agreements for using ICT at school**.
- contacting the school to discuss any questions I may have about cyber-safety and/or this Use Agreement.

By giving permission you will be agreeing to the following:

- ✓ 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.
- ✓ I have discussed this agreement with my child.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please return this page to your child's classroom teacher\***