



## 2026 Cyber-Safety Responsible Use Agreement: Stages 1&2

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

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 ask you to discuss with your child the "Student Expectations and Agreements for using ICT at school." when using ICT at school and outside formal school hours.

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.

A 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 parent obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school.

Material sent and received using the network may be monitored, and filtering is used to restrict access to certain sites and data, including e-mail. While every reasonable effort is made by the school to prevent children's exposure to inappropriate content when using online services, it is not possible to eliminate the risk of such exposure. 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 at school.

### 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 (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## **Student Expectations and Agreements for using ICT at school**

1. I will use the laptops and iPads for learning.
2. I will use the laptop or iPad when an adult is present.
3. I will stay in 1 spot when using a laptop or iPad.
4. I will listen and follow my teacher's instructions when using school ICT equipment.
5. I will log off the laptop when I have finished using it.
6. I will tell my teacher if there is something online that I'm not sure about.
7. I will use the internet, SeeSaw and all ICT equipment only as instructed.
8. I will not enter any personal information about myself online.
9. I will ask permission to record sound or take pictures for the purpose of learning.
10. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - 1) not show others
  - 2) turn off the screen
  - 3) close the laptop
  - 4) get a teacher straight away
11. I will be careful and will look after all our school ICT equipment by making sure I carry it with 2 hands and put it on a bench or table when I am not holding it.

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.

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 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.
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.
- promote the use of seeking consent before using devices to record for learning purposes.

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 school to discuss any questions I may have about cyber-safety and/or this Use Agreement.
- promoting the seeking of consent before using audio, video or photographs to capture a moment and the sharing of such documents.

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\***