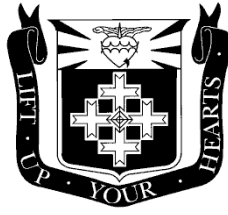# Sacred Heart Primary School

Student Cyber Safety and
ICT Acceptable Use Agreement

Purpose:

To inform students and parents/guardians of Sacred Heart Primary School's requirements in relation to acceptable use of, and access to, JCT resources and networks of the school.

Aim:

Sacred Heart Primary School recognizes the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

The measures to ensure the cyber safety of Sacred Heart Primary School outlined in this document are based on the school's values. The school's computer network, Internet access facilities, computers and other school JCT equipment/devices bring great benefits to teaching and learning programs at Sacred Heart Primary School.

Sacred Heart Primary School has rigorous cyber safety practices and education programs in place, which include the Cyber Safety and JCT Acceptable Use Agreements for all school staff and students. We also provide up to date information to enable families to maintain their children's safety at home. The overall goal of the school is to create and maintain a cyber-safe culture which is in keeping with the values of the school, and legislative and professional obligations. The Cyber Safety and JCT Acceptable Use Agreement must be read and signed by both the student and parent before access to the school's resources will be given.

Terms:

- ICT: the abbreviation 'ICT' in this documents refers to the term Information and Communication Technology.

- Cyber safety: refers to using the Internet and technological devices appropriately and responsibly.

- School ICT: refers to the school'scomputer network, Internet access facilities, computers, and other school JCT equipment/devices as outlined below.

- ICT equipment/devices: used in this document includes, but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 Players), cameras (such as video, digital, webcams), all types of mobile phones,gaming consoles, video and audio players/receivers, and any other similar technologies as they come into use.

- Cyberbullying: refers to a student being threatened, tormented,harassed and/or embarrassed by another student or students using the Internet, interactive and digital technologies and mobile phones.

- This behaviour is not consistent with the school's Cyber Safety Policy and is deemed by Sacred Heart Primary School as unacceptable. Sacred Heart Primary School has zero tolerance for cyberbullying.

- E-crime occurs when computer or other electronic communication equipment/devices (e.g. Internet, mobiles phones) are used to commit an offence, are targeted in an offence or act as storage devices in an offence.

Safe and Responsible Behaviour:

When I use digital technologies:

- Use ICT equipment only for my learning and only with my teacher's permission

- Use the Internet, emails, mobile phones, iPads and any other CT equipment only for positive purposes. This means, I will not be mean, rude or unkind, to or about other people.

- Communicate respectfully by thinking and checking that what I write or post is polite and respectful. This means never sending out bullying or mean messages.

- Post photos and images that are approved by my teacher.

- Use only my first name if I am posting content online. I will never use my full name.

- Protect my personal information by being aware that my full name, photo, birthday, address and phone number are all personal information and not to be shared online. This also includes protecting the information of my friend/s in the same way.

- Protect my passwords and not share them with others and never answer questions online that ask for my personal information.

- Look after myself and others by thinking about what I share online.

- Notify a teacher or trusted adult if I see or receive a message that is inappropriate or

makes me feel uncomfortable.

- Turn off the screen or use the back button if I see something I don't like and telling a trusted adult or teacher. I will not show other students the inappropriate content.
- Only with written permission from home bring any JCT equipment/devices to school. This includes devices like mobile phones, iPods, games, cameras and USE/portable drives.
- Log off at the end of each session to ensure that nobody else can use my account.
- Not intentionally damage or disable computers, computer systems or networks of Sacred Heart Primary School.
- Not change or delete files that belong to another student.
- Take steps to ensure that I am cyber safe as I know that the Internet is a public place.
- Ask my teacher if I am unsure whether I am allowed to do something involving ICT..
- Use my own username and password. I will not allow others to login with my username nor will I login as anyone else.
- Use apps and websites that are right for my age.
- Search for information that relates to my learning. This means, not deliberately searching for something that is rude or violent.
- Source my work and will not copy information that other people have shared online.
- Understand that if I do not follow cyber safety practices of Sacred Heart Primary School, the school may inform my parents/guardians. 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-crimes are suspected, it may be necessary for the school to inform the police and hold personal items securely, for potential examination by police.

Such actions may occur even if the incident occurs offsite and/or out of school hours

To the parent/guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed Acceptable Use Agreement to the school.

I understand that Sacred Heart Primary School will:

• Do its best to enhance learning through the safe use of ICT. 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 designated to complement and support the Cyber safety and ICT Acceptable Use Agreement. 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/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 emphasizing to my child the need to follow the cyber safety strategies.
• Contacting the Principal to discuss any questions I may have about cyber safety and this Use agreement.

Cyber Safety and ICT Acceptable Use

Agreement

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

Name of child: ....

Group/Class   ....…..……….....................…........

Name of parent/guardian...…...........……….……….……………………....…....…..........

Signature of parent/guardian: ....

Date: ....

PLEASE RETURN THIS SECTION TO SCHOOL.