



**Hahndorf** primary school | preschool

## Hahndorf Primary and Preschool Cybersafety Policy and User Agreement

### **PART ONE – PARENT INFORMATION TO KEEP**

#### **Cybersafety User Agreement**

Measures to ensure the cybersafety of Hahndorf Primary School and Pre School are based on our core value of **Respect** as well as the virtues of **Kindness, Caring** and **Responsibility**. 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 complete the Cybersafety User Agreement section of the Parent Consents & Agreement Form.

Cybersafety practices are in place, which include signed Cybersafety User Agreements by all staff, families and students. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies. More information about cybersafety can be found at <http://cybersmart.gov.au/>

***For the safety of our whole school community we ask that all members and visitors support the cybersafety policy and respect the rights of others by not publically identifying them or uploading images of them online without the person whose image has been taken giving prior permission. All children will need prior written permission from their parents/ caregivers in order to have images of them uploaded to an online public space and this includes the school intranet (Moodle) and website.***

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Hahndorf Primary and Pre School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is (or is not) owned or leased either partially or wholly by the school, and used on or off the site.

At Hahndorf Primary School and Pre School we aim to create and maintain a cybersafety culture that is in keeping with our values and with legislative and professional obligations. The Cybersafety User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools 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. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by you or your child. DECD recommends the use of appropriate Internet filtering software.

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More information about cyber safety and 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.net.au/> the Kids Helpline at <http://www.kidshelp.com.au/> Bullying No Way at <http://www.bullyingnoway.com.au> and Cybersmart at <http://cybersmart.gov.au/>

Please contact the Principal, if you have any concerns about your child's safety in using the internet and digital 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 and preschool ICT'** refers to the school's or preschool'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.

**'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.

Parents/carers 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 cybersafe is no exception and we invite you to discuss with your child the following strategies to help your child stay safe when using ICT at school and after formal school hours.



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### **PART TWO – TO BE SIGNED AND RETURNED TO SCHOOL**

#### **Strategies to keep Hahndorf Primary School and Pre School Primary School Children Safe**

##### **Reception to Year 7 Children**

- I will use school ICT equipment responsibly.
- My parents/caregivers have signed my User Agreement form and the completed form has been returned to school.
- I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
- If I am unsure whether I am allowed to do something using ICT, I will ask the teacher first.
- I will keep my password private. 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
  - get a teacher straight away
- 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.
- Only with teacher permission will I take photos/ videos of others and only for appropriate purposes.
- I will use the computers and other ICT equipment only for my learning and only with my teacher's permission.
- Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, iPads, games and cameras and these will be handed in to the teacher at the beginning of the day. All storage devices including USB/ portable drives will only contain G rated content for education purposes.
- Only with permission from the teacher will I connect any ICT device to school ICT, or run any software. This includes all wireless/Bluetooth technologies.
- The school cybersafety strategies apply to any ICTs brought to school.
- The school will not be held responsible for any breakages of digital devices brought in from home.
- I will only search for things online that I know are acceptable at our school. This would exclude anything that is rude, violent, or inappropriate or uses unacceptable language such as swearing.

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## Strategies to keep Hahndorf Primary School and Pre School Primary School Children Safe (cont..)

Reception to Year 4 Children	Year 5 to Year 7 Children
<ul style="list-style-type: none"> <li>• I will use the Internet, e-mail, mobile phones/ devices and any other ICT equipment only for positive purposes. I will not be mean, rude or unkind to or about other people.</li> <li>• I will be careful and will look after all our school ICT equipment by:               <ul style="list-style-type: none"> <li>○ not being silly and interfering with it</li> <li>○ following our school cybersafety strategies</li> <li>○ telling a teacher about anything wrong or damaged.</li> </ul> </li> <li>• If I'm not cyber safe, the school may need to tell my parents/caregivers and there will be consequences associated with my behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If I have my own username, I will log on only with that user name. I will not allow anyone else to use my name.</li> <li>• I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:               <ul style="list-style-type: none"> <li>○ not intentionally disrupting the smooth running of any school ICT systems</li> <li>○ not attempting to hack or gain unauthorised access to any system</li> <li>○ following all school cybersafety strategies, and not joining in if other students choose to be irresponsible</li> <li>○ reporting any breakages/damage to a staff member</li> </ul> </li> <li>• While at school, I will report any attempt to get around, or bypass security monitoring and filtering that is in place at our school.</li> <li>• To ensure my compliance with copyright laws I will only download or copy any files such as music, videos, games or programs with the permission of a teacher or the owner of the original material.</li> <li>• If I do not follow cybersafety practices the school will inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family will 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.</li> </ul>
<p><b>Student Name:</b></p> <p><b>Signed :</b> <span style="float: right;"><b>Date:</b></span></p>	<p><b>Student Name:</b></p> <p><b>Signed :</b> <span style="float: right;"><b>Date:</b></span></p>

# Hahndorf Primary and Preschool Cybersafety Policy and User Agreement

**Parents/ Carers, please read this section to check that you understand your responsibilities under this policy and agreement.**

I/ We have read and understood the **Cyber Safety User Agreement** and I am / we are aware of the school's initiatives to maintain a cybersafe learning environment.

## **I understand that Hahndorf Primary 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 cybersafety through education designed to complement and support the User 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 or children about cybersafety issues.

## **My responsibilities include:**

- discussing the information about cybersafety with my child and explaining why it is important
- supporting the school's cybersafety program by emphasising to my child the need to follow the cybersafety strategies
- contacting the principal to discuss any questions I may have about cybersafety or this User Agreement.

Parent/ Caregiver Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I/We agree to the videoing and/or photographing of my child during school activities for use by the school in the education of children and for promoting the school and public education. I also agree to the publication of images, videos or samples of work by my child in the following ways;

1. School intranet (Moodle) / protected cyberspace (e.g. Edmodo / Lino) – password access – school community only
2. School/DECD Website – general access

**YES**

**NO** (please circle one)

***Please note that prior written permission will be sought from parents/ caregivers for any photos taken by the school outside of what has been identified above.***

Parent/ Caregiver Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_