

CYBER-SAFETY AT ELIZABETH EAST PRIMARY SCHOOL

Dear Parent/Caregiver,

To assist us to enhance learning through the safe use of Learning Technologies, we ask you to read this document and sign the attached User Agreement Form. In keeping with our values and with legislative and professional obligations our goal is to create and maintain a cyber-safety culture. The User 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.

All students will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school Learning Technologies (eg computers, iPads).

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. 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/i-Pad) 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 schools 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 your child. DECD recommends the use of appropriate Internet filtering software.

Please contact the principal, if you have any concerns about your child's safety in using the Internet and Learning Technologies at EEPS.

Strategies to help keep Elizabeth East Primary School students Cyber-safe

We invite you to discuss with your child the following strategies to help us stay safe when using Learning Technologies.

1. I will use school ICT equipment when my parents/caregivers and I have signed my User Agreement Form and the completed form has been returned to school.
2. I will use the computers, iPads and other Learning Technologies only for my learning and with permission from an adult.
3. I will only use the applications provided to me on the iPad under the direction of my teacher.
4. I will use my own user name, I will log on only with that user name. I will not allow anyone else to use my name or password.
5. I will use Learning technologies for positive purposes.
6. 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 and show a teacher straight away.
7. Only with permission from home and the school will I bring any ICT equipment/devices to school. Only with written permission from the teacher will I connect any ICT device to school equipment, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
8. The school cyber-safety strategies apply to any Learning Technologies brought to school.
9. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
10. Any deliberate damage caused to any ICT equipment / devices will be paid for by the student or their family. Payment options can be negotiated to seek reimbursement or repair costs.
11. I will ask my teacher's permission before I put any personal information online.
12. I will respect all Learning Technologies and will treat all equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school 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.
13. 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. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Cyber-safety User Agreement Form

To the Parent/Caregiver:

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

Return the signed User Agreement to the school.

I understand that Elizabeth East Primary School will:

- do its best to enhance learning through the safe use of Learning Technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on 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 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 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
- contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this User Agreement.

CYBER-SAFETY USER 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..... Date.....

Class

Name of parent/caregiver.....

Signature of parent/caregiver.....

**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.**

Signature of Principal/Deputy/Counsellor.....

**PLEASE RETURN THIS SECTION TO SCHOOL.
THE SCHOOL WILL PROVIDE A COPY COUNTERSIGNED TO ACKNOWLEDGE THAT WE HAVE THIS ON FILE**