



# KEITH AREA SCHOOL

ACHIEVE – COOPERATE – COURAGE – RESPECT

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**Document:**

Computer systems, online technology and software fair use agreement and acceptable use policy.

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Dear Parents, Caregiver or Student;

This policy will outline an agreement for all technology users, which must be read and acknowledged by all users prior to the use of any School ICT or DfE ICT facilities or services. This agreement will cover areas such as on-site technology, software (on-computer/on-line), loaned devices and BYOD (bring your own device). Additional items covered under this policy will include any electronic or networkable device on premises which includes cameras and mobile phones.

This policy will allow the school to evolve digitally by integrating new technologies into the curriculum. However, use of technology is a privilege not a right, negative use of technology inside our school that degrades or defames other users, members of the community or the hardware itself is unacceptable and may have consequences.

The following pages will dictate usage for:

- ICT and Cyber Safety Agreement

Following the acknowledgement, students, parents/caregivers please sign the agreement.



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Dear Parent/Caregiver,

Keith Area School offers students access to computers, iPads, desktop computers and the Internet and in doing so requires all students and parents to complete a user agreement form.

Year 3, 4, 5, 6 & 7 students have their own personal username and password.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Keith Area School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether used on or off the site.

Access to the Internet enables students to access large amounts of information which may not be available to them in the school library, as well as allowing them to communicate with other online users around the world. While the benefits of the Internet are significant it is important to be aware that some of the material that could potentially be accessed may be inaccurate, defamatory, illegal or offensive.

The DfE system that provides the school with internet access is filtered but any filtering system cannot guarantee that all undesirable material is stopped. While every reasonable effort is made 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, DfE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DfE recommends the use of appropriate Internet filtering software.

Students will be taught to use their time at computers productively and responsibly and they need to be aware that the use of computers and the Internet is a privilege and will be revoked if abused. Usage of computers and the Internet will be monitored by the school management and appropriate consequences will apply for breaches of this agreement. Consequences may include restrictions on or removal of access to computers, email, printing or the Internet.

**It is expected that all students take responsibility to use the school's computer equipment in an appropriate way and that they use safe online behaviour.**

This **ICT and Cyber Safety User Agreement** is to be signed by students and their parents at the beginning of Year 3, or when enrolling in the school from Year 3 onwards. It will remain in place until they leave Keith Area School. Once the signed consent form has been returned to school, students will be able to use the school ICT equipment. A reminder of appropriate use of equipment and online behaviour is included in the annual permission forms sent home at the beginning of each year.

The measures to ensure the cyber-safety of students at Keith Area School are based on our core values and are in line with legislative and professional obligations.

Rigorous cyber-safety practices are in place, which includes the **ICT and Cyber-Safety User Agreement** for staff and students. The User Agreement includes information about school, parent and student obligations, responsibilities, and the nature of possible consequences associated with equipment and/or cyber-safety breaches that undermine the safety of the school environment.



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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 is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

Child protection education, such as the Keeping Safe: Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all students. We also address online safety in our Good Start program at the beginning of each year.

More information about 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.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the school, 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, tablets), 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.

## I understand that Keith Area 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.



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## Parent responsibilities include:

- discussing the information about cyber-safety with children and explaining why it is important
- supporting the school's cyber-safety program by emphasising to your 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.

## Student responsibilities include:

- be responsible for their own usernames and passwords. These must remain confidential at all times. Sharing, accessing or changing other usernames and passwords is strictly prohibited.
- treat the computing facilities with care and respect, and report equipment damage and faults.
- only use IT equipment with permission from a teacher or other staff member
- only use the Internet under supervision of staff for the purpose of accessing information for classroom/curriculum use
- have any disks or USB storage devices checked for viruses by a supervising adult before they are used on school IT equipment
- leave a copy of all current computer related school work in their home drive on the school network
- observe copyright law
- obtain permission to print any material or to download material from the Internet
- conserve disk space by managing their folder's contents
- turn off the screen and notify a supervising teacher immediately if, by accident, they encounter material which violates appropriate use of the Internet
- be prepared to be held accountable for their actions in the use of IT equipment and for the loss of privileges if the rules of appropriate use are broken at Bordertown Primary School

## Students shall not:

- use any IT equipment to harass or harm other people or to interfere with their work
- browse the network other than to locate their folders or files
- tamper with computing equipment and system settings
- install or run any software, music or game files without the express permission of the computer manager
- bring any inappropriate material to school on any removable storage device (e.g. CD, DVD, USB)
- download programs from the network or local machines
- view, send or display offensive messages or pictures
- post personal contact information about themselves or other people (other than approved e-mail addresses)
- use the internet for their personal use
- tamper with passcodes on tablets and iPad





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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 invite you to discuss with your child the following strategies to help them stay safe whenever they are using ICT.

1. I will not use school ICT equipment until 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 and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. Where I have my own user name(s), I will log on **only** with that user name. I will not allow anyone else to use my usernames.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phone, 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.
8. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - turn off the screen
  - not show others
  - get a teacher straight away.
10. **Only with permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.**
11. Only with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as photos, music, videos, games or programs only with the permission of a teacher or the owner of the original material.





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14. I know that putting personal information online can put me, and my identity at risk. I will ask my teacher's permission before I put any personal information online at school, and my parent's permission at home. 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.

 

1. I will respect all school ICTs 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.

 

2. 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.

 

3. If I break the expectations of this ICT and Cyber-Safety User Agreement, the agreement will become void. I will not be able to use ICT equipment at school until I agree to change my approach to ICT use and sign a new agreement. My parents will also need to sign the new agreement.

 

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As a user of Keith Area School's computers, iPads, desktop computers and network I agree to conditions of use and will act safely when I use the Internet and other applications.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

I have read and understood this ICT/Cyber-safety User Agreement and have discussed the expectations with my child. I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of parent/caregiver/guardian: \_\_\_\_\_ Signed: \_\_\_\_\_

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

This agreement is valid as long as your child is in year levels Year 3 to Year 7 at Keith Area School.



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