



CYBERSAFETY USE - AGREEMENT FORM FOR STUDENTS

(Please keep for future reference - The term 'parent' used throughout this document also refers to legal guardians and caregivers)

1. Students and parents*/caregivers/legal guardians please read and discuss carefully.
2. Parents and students sign the agreement and return the pink page to the school office.
3. If you have any questions about this agreement, please contact the school

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**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, floppy disks, iPods, MP3 players), cameras (such as video, digital, 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 as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use the school internet connections until my parent/caregiver and I have read and signed my use agreement form and returned it to school.
2. I will log on only with my assigned user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk
5. I will not access social networking sites (eg Instagram, Facebook) or chat sites.
6. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
7. I understand that the rules in this use agreement also apply to mobile phones.
8. I understand that I can only use the Internet at school when a teacher gives permission
9. I understand that I must not upload any inappropriate material (including photos) to the school network.
10. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off the screen or minimise the window
 - Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes unless as a part of a sanctioned school programme. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.



12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will respect all ICT systems in use at school and 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 cybersafety rules and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

Consequences:

I understand that if I break these rules it will lead to the removal of the privilege of using the school's ICT equipment for a specified period of time. This includes access to the internet. The school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.



Agreement Form

(Please sign and return this page only to the school office)

To the student and parent/legal guardian/caregiver, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Return this form to the school office
4. Keep the document for future reference

Section for student

My responsibilities include:

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this agreement there may be serious consequences.

Name of student: Form class:

Signature: Date:

Section for parent/legal guardian/caregiver

Permission for the publication of student work/pictures/photographs

I understand that, from time to time, the school may wish to publish examples of student projects, photographs of students, and other work on an Internet-accessible World Wide Web server. The school Newsletter is also published to the Internet and may include photos of students. (The school will not publish any personal information such as addresses and phone numbers. Only first names will be used when identifying students in photos.)

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my daughter so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my daughter and by me, and returned to the school

I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my daughter's responsibilities.

Name of parent/caregiver:

Signature Date:

Please note: This agreement for your daughter will remain in force while she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

