MOUNT COMPASS AREA SCHOOL

ICT & Cyber-safety Use Agreement for MCAS students

Government of South Australia
Department for Education

ICT & CYBER-SAFETY AT MOUNT COMPASS AREA SCHOOL

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of MCAS are based on our core values. 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 sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include Use Agreements for staff and students, who have been involved in the development of this agreement. 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.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at MCAS, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of MCAS is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use 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 Use Agreement and once the signed consent has been returned to school, students will be able to use the school ICT equipment.

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 unsolicited or inappropriate images of students or 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 student'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.

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 Principal, 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 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.

Strategies to help keep Mount Compass Area School students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them 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 us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. 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.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
   (Please refer to the Electronic Communication Policy)
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
   - access, attempt to access, download, save and distribute only age appropriate and relevant material
   - not attempt to get around or bypass security, monitoring and filtering that is in place at school.
   - not damage computers, computer systems or networks. Furthermore, if I discover any methods of causing such damage I will report them to the network manager and I will not demonstrate them to others.
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. To ensure my compliance with copyright laws, I will download or copy files only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. Plagiarism is unacceptable. Therefore I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.
11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Unless I have signed the BYOD – User Agreement, only with written 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.
13. 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.
14. 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
    - not to vandalise school equipment and software and to report any breakages/damage to a staff member.
15. 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 e-mail.
16. The school may monitor and 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 e-mail.
17. If I do not follow cyber-safe 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.

Information for Students and Parents

Printing
Each user is given an initial printing allocation. This allocation should be sufficient for their basic printing needs. Any user who exceeds this allocation is able to purchase extra printing credit through the Finance Officer. Users will be able to save paper (and money) by the following simple guidelines:

- Check work thoroughly before printing
- Use the Print Preview function
- When printing text from other sources (eg Internet), print only the required information
- Remember that colour printing costs 50c per page. Students should check that they don't have blank pages being sent to the printer – a blank page will still cost you 50c.

Unscheduled Use of Computers in Resource Centre or Computer Room
Students are permitted to use the Computer Room or Resource Centre only if there is a Staff member present. The following conditions apply to unscheduled access:

- Students must negotiate their absence from their regular class with their teacher and take a diary note to the Resource Centre/Computer Room.
- They must negotiate their presence in the Resource Centre/Computer Room; get their diary signed by the supervising staff member and fill out the 'Sign On' folder.
- If there is no one available (or prepared) to supervise, students must return immediately to their scheduled class.

LearnLink Office 365
Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.
For more information, please refer to the Learnlink Office 365 Policy which is available on our website.

I understand that MCAS will:

- endeavour 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 school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in Use Agreements
- respond to any breaches in an appropriate manner
- provide members of the school community with cyber-safety education designed to complement and support the Use Agreement initiative
- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

For the Student:
My responsibilities include…

- reading this ICT & Cyber-safety Use Agreement carefully
- following the cyber-safety strategies and instructions whenever I use the school's ICTs
- following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- keeping this document somewhere safe so I can refer to it in the future
- asking the School if I am not sure about anything to do with this agreement.

Consequences of unacceptable use

Unacceptable use of information and communication technologies (ICTs) at MCAS could result in the following action regardless of the student's area of study.

- A behaviour management form will be completed
- Student will be referred to the management staff
- Student privileges related to the use of information technology will be suspended for a period of time determined by the management staff.

MOUNT COMPASS AREA SCHOOL

ICT Cyber-safety Use Agreement Form

Government of South Australia
Department for Education

ICT & CYBER-SAFETY USE AGREEMENT

We have read and understood this Cyber-safety Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of student.:..... **Group/Class .....**

Signature of student..... Date.....

For the Parent/Caregiver/Legal Guardian: My responsibilities include…

- reading this Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment
- ensuring this Use Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies and instructions
- contacting the school if there is any aspect of this Use Agreement I would like to discuss.

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian........ Date.....

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.

PLEASE DETACH & RETURN THIS SECTION TO SCHOOL AND KEEP THE AGREEMENT INFORMATION FOR YOUR OWN REFERENCE.