



# PORT WAKEFIELD PRIMARY SCHOOL

Learning Respect Honesty Teamwork

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## CYBER-SAFETY AGREEMENT FOR PORT WAKEFIELD PRIMARY SCHOOL STUDENTS YEARS: RECEPTION TO YEAR 4

### CYBER-SAFETY AT PORT WAKEFIELD PRIMARY SCHOOL

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Port Wakefield Primary are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are asking you to read this document and sign the attached Use Agreement Form.

#### Please note that...

- 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.
- Material sent and received using the school computer network may be monitored and filtering 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.
- 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.

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>.

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 strategies on the following page to help us stay safe when using ICT at school and after school hours.

#### 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 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.

**CYBER-SAFETY USE AGREEMENT FORM**  
**YEARS: RECEPTION TO YEAR 4**

1. I will use school ICT equipment only when my parents/caregivers have signed my Use 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 and only with my teacher's permission.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will use the Internet, e-mail and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
6. I will keep my password private.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school [or preschool], I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
8. Only with written permission from home and the school will I bring any ICT equipment such as USB/portable drives.
9. 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.
10. I will be careful and will look after all our school ICT equipment by:
  - not being silly and playing around with it
  - following our school [or preschool] cyber-safety strategies
  - telling a teacher about anything wrong or damaged.
11. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.

**CYBER-SAFETY USE 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.....

Group/Class .....

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

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