



Reception to Year 4

# Agreements & Consents

**Please note:**

**These agreements 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. If you wish to change any of the consents please advise the school in writing.**

## **CYBER-SAFETY AND USE OF INFORMATION & COMMUNICATION TECHNOLOGIES**

To assist us to enhance learning through the safe use of information and communication technologies (ICT), we are now asking you to carefully read the attached information about cyber-safety and acceptable use of ICT equipment and devices.

The information outlines your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. Once the signed agreement has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the Department's network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools and Departmental 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, the Department cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department 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>
- Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Assistant Principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices. Contact details are:

Anne Reuter, T: 8301 4800

E: [anne.reuter81@schools.sa.edu.au](mailto:anne.reuter81@schools.sa.edu.au)

## Cyber-safety for Reception to Year 4

### Strategies to help keep School of Languages Students Cyber-safe

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 us stay safe when using ICT at school and after formal school hours.

1. I will use the computers and other ICT equipment at school only for my learning and only with my teacher's permission.
2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
3. If there is something I am not sure about, I will ask my teacher.
4. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
5. I will keep my password private.
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 call a teacher straight away.
7. Only with permission from home and the teacher will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, iPads, games, cameras, and USB/portable drives.
8. 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 and my phone number
  - my e-mail address
  - photos of me and/or people close to me.
9. 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 cyber-safety strategies
  - telling a teacher about anything wrong or damaged.
10. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.

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## Cyber-safety Use Agreement

### I understand that the School of Languages 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 the Use Agreement initiative
- 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 Assistant Principal to discuss any questions I may have about cyber-safety and/or this Use Agreement.

## Acceptable Use of ICT Equipment / Devices Agreement

Electronic equipment, including computers and other devices are to be used for the purposes of educational research and learning.

### Parent/Caregiver Agreement:

If parents allow their children to bring personal ICT equipment or devices to the School of Languages the following applies:

1. I understand and agree that the School of Languages takes no responsibility for personal computers, phones or other digital devices other than to provide connectivity to approved users.
2. Repairs, configuration, software installation and maintenance of personal devices are the responsibility of the owner.
3. No responsibility can be attributed to the School of Languages for damage or loss of personal devices or data contained therein.
4. Mobile phones/devices will be switched off and kept out of sight during lesson time unless authorised by a teacher.
5. I will scan each mass storage device for viruses before allowing my child to bring it to School of Languages classes.

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