Years 5 - 7

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 you have signed the agreement and consents on the enrolment form, 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

Cyber-safety for Years 5-7
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 school computers and other ICT equipment only for my learning.

2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.

3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

4. 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.

5. I will keep my password private.

6. 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.

7. 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.

8. 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
   - call a teacher straight away.

9. 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.

10. 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.

11. The school cyber-safety strategies apply to any ICT equipment/devices brought to school.

12. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.

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 lCT equipment 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.

15. 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.

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/legal guardians 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.

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. I will scan each mass storage device for viruses before using it in the school computers.
5. Plagiarism is unacceptable. Therefore, I will use downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.
6. Mobile phones/devices will be on silent/vibrate during lesson time unless authorised by a teacher.