



Cyber Safety and Use of Information and Communication Technologies

Adult students

Agreements & Consents

Please read this document before you complete the final section of the enrolment form.

These agreements will remain in force as long as you are 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.



Government
of South Australia
Department for Education

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 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, the Department cannot filter Internet content accessed from home, from other locations away from school or on personal mobile devices. 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>
- 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 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 Adult students

Strategies to help keep School of Languages Students Cyber-safe

Adult students are asked to develop knowledge, understanding and ethics around their own safety and safe practices for the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to consider the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. 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.
2. I will keep my password private.
3. 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).
4. 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.
5. I will use my mobile phone or personal devices only at the times agreed to by my teacher during lesson time.
6. I will go online or use the Internet at school only with teacher permission.
7. While at school, I will:
 - access, attempt to access, download, save and distribute only relevant material
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. 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.
9. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act, I may be personally liable under this law. This includes downloading files such as music, videos, games and programs.
10. My privately owned ICT equipment/devices, (such as a laptop, mobile phone, USB/portable drive) I bring to school or a school related activity, are also covered by this Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
11. Only with permission from the teacher will I use any device, or connect any ICT device to school ICT.

12. I will ask my teacher's permission before I put any personal information online (in school related activities). 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.

13. 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
 - reporting any breakages/damage to a staff member.

14. 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.

15. If I do not follow cyber-safe practices, the school will investigate the matter. In serious cases, the school may take disciplinary action against me. I 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 school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in these Use Agreements
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from me about cyber-safety issues.

My responsibilities include...

- reading this Cyber-safety Use Agreement carefully
- following the cyber-safety strategies and instructions whenever I use the school's ICT equipment/devices
- 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 ICT equipment/devices. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I 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 my class teacher if I am not sure about anything to do with this agreement.

Acceptable Use of ICT Equipment and Devices Agreement

- Electronic equipment, including computers and other devices are to be used for the purposes of educational research and learning.
- Mobile phones/devices will be on silent during lesson time and stored in my school bag unless authorised by a teacher for a learning activity.
- 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.
- Repairs, configuration, software installation and maintenance of personal devices are the responsibility of the owner.
- No responsibility can be attributed to the School of Languages for damage or loss of personal devices or data contained therein.
- I will scan each mass storage device for viruses before using it in the school computers.
- 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.