



Agreements & Consents

- Bring Your Own Device (BYOD)
 - Cyber Safety
- Use of Information and Communication Technologies (ICT)

Reception to Year 6

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



Government
of South Australia
Department for Education

Introduction

To assist us to enhance learning through the safe use of information and communication technologies (ICT), we are now asking you to carefully read this 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 and/or bring their own device.

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 all Internet content accessed by your child from home, from other locations away from school, at all times in all Teaching Centres 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>
- the Kids Helpline at <http://www.kidshelp.com.au>
- eSafetyCommissioner at <https://www.esafety.gov.au/>

Please contact the school on dl.1802.admin@schools.sa.edu.au if you have any concerns about your child's safety in using the Internet and ICT equipment/devices; or if you have any technical concerns.

Cyber-safety for Reception to Year 6 students

Strategies to help keep School of Languages Students Cyber-safe

Parents/carers 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 them stay safe when using ICT at school and after formal school hours.

1. I will use the internet, email and any ICT equipment at school only for my learning and only with my teacher's permission.
2. I will keep my password private.
3. If there is something I am not sure about, I will ask my teacher.
4. When online, I will not be mean, rude or unkind to or about other people.
5. 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, I will turn off the screen and call a teacher straight away.
6. 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.
7. I will be careful and will look after all our school ICT equipment by:
 - following our school cyber-safety strategies
 - telling a teacher about anything wrong or damaged.
8. If I'm not cyber-safe, the school may need to tell my parents/carers and there may be consequences associated with my behaviour.

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 this Use Agreement initiative.
- respond to any breaches in an appropriate manner.
- welcome enquiries at any time from parents/carers 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 school to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Acceptable Use of ICT Equipment and Devices Agreement

Parent/Carer Agreement:

- Electronic equipment, including laptops and other devices are to be used for the purposes of educational research and learning.
- I understand and agree that the School of Languages takes no responsibility for personal laptops, 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 loss or damage of personal laptops or mobile devices or data contained therein.
- Mobile phones/devices will be on silent and in school bags during lesson time and during the break, unless authorised by a teacher.
- I will scan each mass storage device for viruses before allowing my child to bring it to School of Languages classes.
- I will back up my child's data on a regular basis.
- I will update my child's personal laptop, mobile devices and applications regularly.