ICT AND CYBER- SAFETY USE AGREEMENT

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child’s safety and safe practices for themselves and the people around them 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 not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. 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.
3. I will keep my password private.
4. 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).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, according to school, DECS and legal requirements, 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.
6. I will only print educational related material.
7. I will back up my work to my ‘S’ drive as well as my removable media. I will not store inappropriate or non-educational material on my ‘S’ drive. IT staff may remove inappropriate material from my ‘S’ drive without notice.
8. I will use my mobile phone/s only at the times agreed to by the school during the school day.
9. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
10. I understand that not all information on the internet is reliable and accurate.
11. While at school, I will:
   • access, attempt to access, download, save and distribute only age appropriate and relevant material
   • report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
12. 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.
13. 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 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
14. My privately owned ICT equipment/devices, such as a mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment. ICT devices may be examined by the school’s monitoring systems and staff.
15. I understand that I must not plagiarise.
16. I will regularly check my ICT removable devices for virus’s.
17. Only with permission from the teacher or IT staff 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/Bluetooh technologies.
18. I will not 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.
19. 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.
20. The school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
21. 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.
22. If I do not follow cyber-safe 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.