Dear Parent/Carer,

The measures to ensure the cyber safety of East Adelaide School (EAS) students are based on our core values of Respect, Responsibility, Relationships and Resilience. To assist us to enhance learning through the safe use of Information Communication Technologies (ICTs), we are now asking you to read this document and sign the attached form.

Child protection education and cyber-safety practices are in place, whereby staff and learners are involved in discussions regarding the safe and responsible use of the school ICT facilities. The purpose of these guidelines is to ensure that learning remains engaging, productive and safe. To ensure that EAS students use ICT responsibly, we encourage parents/carers to recognise their responsibilities in supervising and supporting their child's ICT learning experiences both at home and at school. The Use Agreement includes information about students' responsibilities and consequences associated with cyber-safety.

ICT facilities can be accessed in all areas around the school. To promote the safe use of ICTs, we ask you to read, discuss and sign the attached Use Agreement Form. We teach and encourage all students to safely use and to embed ICT tools across the curriculum. Internet use will be for educational purposes and students will be supervised and monitored by adults.

Material sent and received using the network is filtered by the Department for Education's monitoring software to restrict access to certain sites and data, including e-mail in an effort to prevent students' exposure to inappropriate content. The Department for Education's administrators make every reasonable effort to eliminate risks when using the department's online services but it cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

Students may be permitted to use an individual e-mail address with teacher, parent/guardian approval. More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority: http://www.acma.gov.au; NetAlert http://www.netalert.gov.au; Kids Helpline http://www.kidshelp.com.au; Bullying, No Way http://www.bullyingnoway.com.au.

Parents/ guardians must give their written permission for their child to use the school system by signing the ICT Acceptable Use Agreement. Students sign the ICT Acceptable Use Agreement and return the form to school which is kept on file in school records. Please contact staff about your child's safety in using the Internet and ICT equipment/devices.

Important terms:

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'ICT equipment/devices' includes computers, storage devices, cameras, all types of mobile phones, gaming consoles, video and audio players/receivers and any other technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E crime' occurs when electronic communication devices are used to commit an offence or act as storage in an offence.

Teachers' Responsibilities include:

1. Discussing and regularly revisiting computer responsibilities with students at the start of each year and throughout the year.

2. Supervising students' computer use to embed ICT across the curriculum and provide children and families with safe strategies in a connected online world.

3. Following up any issues involving inappropriate use, informing leadership staff and contacting parents/carers.

Student Responsibilities for Computer and Internet Use

Parents/carers and staff play a critical role in developing knowledge, understanding and ethics around students' safety practices. Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after school hours.

Responsibility

1. I will read, sign and follow the Acceptable Use Agreement and use the computing resources for school learning use only.

2. I will go online or use the Internet at school with adult permission and maintain care in the writing of any e-mail message.

3. If there is something I'm not sure about, I will ask my teacher and seek support when printing information.

Respect

4. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes and will not tamper with settings, switches, buttons or cables.

5. I will respect and not tamper with other people's work; therefore, I will not be disrespectful to other people.

6. I will log on and off the network correctly and keep my password private and not read any e-mail intended for others.

7. I will not eat or drink when using the computer and I will remain on task and use my time effectively. I will leave the work station neat and tidy.

Resilience

8. If I find anything that upsets me or that I know is not acceptable at our school, I will:
   a. not show others
   b. turn off the screen
   c. get a teacher straight away.

Relationships

9. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives. I will seek permission from teachers to connect to any ICT device or the school network, or run any software, USB, camera, phone or wireless/Bluetooth technologies.

10. The school cyber-safety strategies apply to any ICTs brought to school. With teacher permission and in compliance with copyright laws, I can download or copy selected files such as text, images, music, videos, games or programs.

11. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
    a. my full name
    b. my address
    c. my e-mail address
    d. my phone numbers
    e. photographs of me and/or people close to me.

12. I will be careful and will look after all our school ICT equipment by:
    a. not intentionally disrupting the smooth running of any school ICT systems
    b. not attempting to hack or gain access into any other system
    c. following our school cyber-safety strategies
    d. reporting any breakages/damage to a staff member.

13. If I'm not cyber-safe, the school may need to inform my parents/caregivers and there may be consequences associated with my behaviour.

Student's Name…………………………………………………..Room No……………….Date………………….……..

I have read, understand and agree to follow East Adelaide School's ICT Acceptable Use Agreement and am aware that breach of the Agreement may result in the loss of my privilege to use the school computer system and/or disciplinary action. The classroom teacher and principal will determine the consequences and contact parents/carers.

Student's name…………………………………………**Teacher's name**…………………………………………………........

Student's signature…………………………………………**Teacher's signature**………………………………………………….

Parents/carers' responsibilities include:

- discussing the information about responsible computer use and cyber safety with my child and explaining why it is important
- supporting the school's ICT program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this ICT Acceptable Use Agreement.

I have read the information relating to responsible use of the school network and use of the Internet at EAS and have discussed them with my child. He/she has permission to use the Internet, and I understand that access to computer hardware, software and the Internet may be denied if any of the above expectations are breached.

Parent/Carer's name………..

Signature of parent/carer...Date...

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PLEASE RETURN THIS FORM TO THE SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

If it becomes necessary to add/amend any information or rule, you will be advised in writing.