



## ***CYBERSAFETY USER AGREEMENT FOR SECONDARY STUDENTS***



**This document is comprised of this cover page and three sections:**

**Section A: Introduction**

**Section B: Cybersafety Rules for Secondary Students**

**Section C: Cybersafety User Agreement Form.**

### **Instructions for students / parents\*/ caregivers/ legal guardians**

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the user agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

#### ***Important terms used in this document:***

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment as outlined in (d) below*
- (d) *The term 'ICT equipment' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, ICT devices as they come into use.*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.*

## Section A: Introduction

The school's computer network, Internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programmes and to the effective operation of the school. The use of the school's ICT equipment are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site. Parents need to note that while our school has rigorous cybersafety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content.

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 email. You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

## Section B: Cybersafety Rules for Secondary Students

1. I cannot use school ICT equipment until my parent(s) and I have signed my Cybersafety User Agreement form and the completed form has been returned to school.
2. I will log on to school ICT with the user name the school has issued me with. I will not allow anyone else to use my user name. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT to upset, offend, harass, bully or threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material.
  - Download, save or distribute such material by copying, storing, printing or showing it to other people.
  - Make any attempt to bypass security, monitoring and filtering that is in place at school. This includes but is not limited to the use of Internet proxy anonymisers.
9. If I accidentally access inappropriate material, I will:

1. Not show others
  2. Turn off the screen or minimise the window and
  3. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law.

11. I understand that these rules apply to any privately owned ICT equipment (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment must be appropriate to the school environment. I also understand that the school can view the contents stored on these devices when brought to school or a school activity.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. I will respect all ICT systems in use at school and treat all ICT equipment with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
15. I understand that 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 email.
16. I understand that the school may 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 email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.



## Section C: Secondary School Cybersafety User Agreement

Schools and the CSO will be doing their best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment and devices at school, or at school-related activities. Working progressively with students and their families, teachers will encourage and develop an understanding of the importance of cybersafety. This includes providing children with strategies to keep themselves safe in cyberspace and attending to enquiries from parents or students about cybersafety issues.

We will respond to any breaches in an appropriate manner as per the CSO Workplace Internet, Email and Network Usage Policy document.

### To the student/parent/caregiver/legal guardian, please:

1. **Read this page carefully** to ensure that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

### Student responsibilities include:

- Reading this cybersafety use agreement carefully and discussing the agreement with my parents.
- Following the cybersafety rules and instructions whenever I use the school's ICT
- Following the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- Avoiding any involvement with material or activities which 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. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may be responsible for the cost of repairs or replacement
- Keep this document somewhere safe so I can refer to it in the future
- Asking the school's staff if I am not sure about anything to do with this agreement.

Please detach and return this section to school.

**I have read this cybersafety user agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

**Name of student:** ..... **Student's signature:** .....

**Tutor Group / Roll Class** .....

**Name of parent/caregiver/legal guardian:** .....

**Parent's signature:** ..... **Date:**.....

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**