



CYBERSAFETY USE AGREEMENT BOUNTY BOULEVARD STATE SCHOOL



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

Section A: Introduction

Section B: Cybersafety Rules

Section C: Cybersafety Use Agreement Form.

Instructions for 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 use 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/devices, including mobile phones.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT equipment/devices**' 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, 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, technologies 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. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

This Use Agreement is based on the NetSafe® Cybersafety Use Agreement for Primary / Intermediate Students Template
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SECTION A

INTRODUCTION

The measures to ensure the cybersafety practices at Bounty Boulevard State School outlined in this document are based on our core values.

The school computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Bounty Boulevard State School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of Bounty Boulevard State School in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This responsible use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

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

The school computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment.

The Department of Education and Training monitors traffic and material sent and received using the school ICT network. The Department of Education and Training uses filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school regularly audits its computer network, Internet access facilities, computers and other school ICT equipment/devices.

SECTION B

RULES TO HELP KEEP BOUNTY BOULEVARD STATE SCHOOL STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork and learning.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask a teacher.
4. 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 user name or password.
5. I will not tell anyone else my password.
6. I will only go online or access the Internet to complete my classroom learning tasks.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing; or

- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at Bounty Boulevard State School.
9. If I access any website or email that is violent, mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - Not show others, and
 - Inform a teacher immediately.
 10. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure Bounty Boulevard State School complies with Australian copyright laws.
 11. Personal ICT equipment can only be used at school after approval from a teacher. This includes ICT such as mobile phones, iPods, games, cameras.. If I do bring these items to school I must hand them in to the office before school or lock them in my school bag. I understand that Bounty Boulevard State School will be not be responsible for the loss or damage to any privately owned ICT device at school.
 12. I will not connect any device, such as a USB drive to school ICT to run or install any software, without a teacher's permission. This includes all wireless technologies.
 13. The school cybersafety rules apply to any ICT brought to school including mobile phones.
 14. I will ask my teacher's permission before giving out any DET personal information online, such as my first name and school email address.
 15. I will not provide personal information online which includes:
 - Full Name
 - Address
 - Private Email address
 - Phone numbers
 16. I will respect all school ICT 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 cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
 17. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs to any equipment that is willfully damaged.

SECTION C
BOUNTY BOULEVARD STATE SCHOOL
CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check 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.

I understand that Bounty Boulevard State School will:

- Do its 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/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Please detach and return this section to school.

I have read this Cybersafety Use 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:**

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 Bounty Boulevard State School. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

