

# CYBER-SAFETY AT PRESTON NORTH EAST PRIMARY



Dear Parent/Caregiver,

Preston North East Primary School is committed to enhancing the learning process of all students through the safe use of Information and Communication Technologies (ICTs).

Preston North East Primary School is committed to providing education to all students that includes information about how to be safe when using new technologies.

Part of this commitment includes the introduction of new Cyber-Safety use agreements for all students and parents at the school.

The overall goal of Preston North East Primary School is to create and maintain a Cyber-Safety culture that is in keeping with our values, *Learning and Growing Together*.

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Parent/Guardian Use Agreement Form.

The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with Cyber-Safety breaches that undermine the safety of the school environment.

**All students will be issued with their own Cyber-Safety Use Agreement that they will complete after discussion with their classroom teacher.**

More information about Cyber-safety can be found on the websites of:

- Australian Communications and Media Authority at <http://www.acma.gov.au>
- Kids Helpline at <http://www.kidshelp.com.au>
- E-Safety Commissioner at <https://www.esafety.gov.au>

Regards,

Christopher Hinsley  
ICT Coordinator

Please contact the principal or assistant principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

# Parent / Guardian Cyber-Safety Use Agreement Form

To the parent / guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Preston North East Primary School will:

- Provide students (Grade 3-6) with a school-based Google Account. This will be used to access remote learning platforms such as Google Classroom, G-Mail, Google Meet and other Department of Education learning platforms.
- Do its best to enhance learning through the safe use of ICT and virtual classrooms. 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 education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- Respond to any breaches in an appropriate manner. This may include the temporary suspension of the student's Google account. Parents will be notified if this occurs and follow up on incidents.
- Welcome enquiries at any time from parents/caregivers/legal guardians 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
- Monitor the use of ICT and what is accessed on internet, while at home, to ensure my child's safety
- Ensure that my child accesses content found online that is deemed appropriate and suitable to my child's age.
- Contacting the principal or assistant principal to discuss any questions I may have about cyber-safety and/or this Use Agreement.

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## PARENT / GUARDIAN CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Class .....

Name of parent / guardian.....

Signature of parent / guardian.....Date.....

**Please note: This agreement 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.**

## Strategies to help keep Preston North East Primary Students Cyber-Safe

Parents/caregivers 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 us 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. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. 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 login.
6. I will keep my password private but I will share it with my parents/guardians.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, 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.
8. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. 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
  - turn off the screen
  - get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPads, games, cameras, and USB/portable drives.
11. Only with written permission from the teacher 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/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. I will never put my home address, phone number and passwords online.
15. I will ask my teacher's permission before I put any of the following personal information online
  - my full name
  - my e-mail address
  - photos of me and/or people close to me.
16. 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.

### Important terms:

**'School ICT'** refers to the school's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPads, MP3 players), cameras (such as video and digital cameras and 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.

# Student Cyber-safety Use Agreement Form

Strategies to help keep Preston North East Primary Students Cyber-safe



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. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. 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 login.
6. I will keep my password private but will share it with my parents
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, 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.
8. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. 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
  - turn off the screen
  - get a teacher straight away.
10. 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.
11. Only with written permission from the teacher 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/Bluetooth technologies.
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  - my name
  - my e-mail address
  - photos of me and/or people close to me.
16. 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.

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## STUDENT CYBER-SAFETY USE AGREEMENT

I agree to follow these above practices and understand that if I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me which can include suspension and expulsion from PNE. 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.

Student Name:.....

Student Signature:.....

Date:.....