

## ICT and Cyber-Safety Use Agreement

Dear Parent/Caregiver,

At Wirreanda Secondary School, the measures to ensure the cyber-safety of our students are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are asking you to read this document and Cloud Computing policy located on our website <https://wirreandasecondary.sa.edu.au/> and sign the ICT and Cyber-Safety Use Agreement form (attached).

Rigorous cyber-safety practices have been put in place which include cyber-safety Use Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment and services bring great benefits to the teaching and learning programs at Wirreanda Secondary School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned by the student, and/or loaned from the school either partially or wholly, and used on or off the site.

The overall goal of Wirreanda Secondary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The ICT and Cyber-Safety 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 and parents are required to sign and return the consent form. Once the form has been returned to school, students will be permitted to use the school's ICT network and resources.**

Material and information sent and received using the WSS network and cloud services, including e-mail, may be monitored, and filtering and/or monitoring software is used to restrict access to certain sites and data. Where a student is suspected of an electronic crime, this will be reported to the 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.

While every reasonable effort is made by schools and Department for Education administrators to prevent student's exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, eSafety at <https://www.esafety.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <https://bullyingnoway.gov.au/>

Please contact the Principal, if you have any concerns about your child's safety in using the Internet and ICT equipment and services.

### Important terms:

- 'Cyber-safety' refers to the safe use of the Internet and ICT equipment and services, 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 and services' includes 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 and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), enterprise storage, network switches, routers, printers and any other, similar, technologies both school owned or privately owned.
- Services include cloud/online based solutions such as, but not limited to Microsoft Office 365, Google Apps for Education (encompassing GSuite) and any MBHS service that comprises electronic communication and/or delivery systems, such as Daymap, Wordpress, Papercut, ICT Administration.
- '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 computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

# ICT and Cyber-Safety Use Agreement

## To the student:

This Use Agreement and Policy is based on the following principles:

- The ICT resources of Wirreanda Secondary School are provided to students and staff to support teaching & learning and the administrative functions of the school.
- Authorised users are granted access to school resources and to external networks on the basis that their use of ICT resources will be ethical and lawful at all times.
- Authorised users are required to observe school policy and Australian laws at all times.
- Wirreanda Secondary School ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others

This policy applies to all electronic devices used within the school grounds and/or connected to the Wirreanda Secondary School network. This includes:

- Equipment owned by the school
- Student owned or rented ICT equipment/devices including mobile phones

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their young person'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 young person the following conditions to help them stay safe when using ICT at school and outside formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my ICT and Cyber-Safety Use Agreement form and the completed form has been returned to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my name.
3. I will keep my password private and change it regularly.
4. While at school or undertaking 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 (i.e. bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any other ICT equipment and services only for positive purposes, according to school, the Department 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 the school network or online drive. I will not store inappropriate or non-educational material on any network or online drive. ICT staff may remove inappropriate material from the network or online drive without notice.
8. I will use my ICT devices or mobile phone/s only at the times agreed to by the school and staff during

the school day.

9. I will go online or use the Internet at school only when a teacher gives permission.
10. I understand that not all information on the internet is reliable and accurate.
11. While at or away from 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 on school ICT equipment and services.
  - not circumvent security, monitoring and alerting mechanisms that the school has implemented.
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. I understand that I must not plagiarise. The school has plagiarism checking software and disciplinary action may be taken.
15. Only with permission from the teacher or ICT staff will I connect any ICT device to the school network, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/bluetooth technologies.
16. 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.

17. I will respect and treat all ICT equipment and services with care. This includes:
  - not intentionally disrupting the smooth running of any school ICT equipment and services.
  - not attempting to hack or gain unauthorised access to any ICT equipment and services.
  - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT equipment and services.
  - reporting any breakages/damage to a staff member.
18. If I cause deliberate and/or malicious damage to school equipment and/or services, I may incur repair costs.
19. The school may monitor traffic and material sent and received using the school's ICT equipment and services. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
20. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment and services 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.
21. 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. 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.
22. I understand that Wirreanda Secondary School must use my full name to provide a cloud service (e.g. Microsoft Office 365 and Google Apps for Education).
23. I understand that LearnLink Office 365, Google Apps for Education and other cloud based services, as deemed appropriate by the school, are only to be used in relation to delivering curriculum objectives, and will not be used to store sensitive, personal or illegal information and/or content.
24. I understand that installing and/or accessing any school sponsored software or services (e.g. Office 365 or Google Apps for Education) on my device is at my own risk. I take responsibility for ensuring my files are backed up prior to downloading, installing or accessing any school sponsored software or service.

### Personal Devices (BYOD – Bring Your Own Device)

1. Any privately owned ICT equipment/devices (BYOD), such as a laptop, chromebook, PC Tablet, mobile phone, or USB/portable drive that I bring to school or to a school related activity, is also covered by the ICT and Cyber-Safety 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.
2. I will ensure I have adequate antivirus/anti-malware software on my devices. I will regularly check my ICT devices for viruses and other malicious threats and remove any threats found.
3. The Department for Education, SA Government and Wirreanda Secondary School is not responsible for loss/damages to personal devices/mobile devices including applications/information/data stored on, processed or accessed in conjunction with using any provided service.

### Daily or Long Term Loan Laptop Programs

1. The school reserves the right to confiscate any device issued through school laptop programs if the conditions of the agreements entered into with Wirreanda Secondary School are broken.
2. A Long Term Loan Laptop device, loaned through the school, may have other applications installed by the user of the device, providing that the software meets the following criteria:
  - does not attempt to circumvent security measures or gather information from other devices (snooping, sniffing or other network inspection tools)
  - does not gain unauthorised access to other systems or school ICT infrastructure.
  - is legally obtained. No pirated software or media of any kind is permitted.
  - is not used in breach of any of the conditions detailed above in relation to the ICT and Cyber-Safety Use Agreement.

### To the parent/caregiver/legal guardian:

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

I understand that Wirreanda Secondary School will:

- do its best to enhance learning through the safe use of ICT equipment and services. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment and services at school, or while undertaking school related activities; and enforcing the cyber-safety requirements detailed in Use Agreements.
- respond to any breaches in an appropriate manner.
- provide members of the school community with cyber-safety education designed to complement and support the ICT and Cyber-Safety Use Agreement initiative.
- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

### For the Student - My responsibilities include:

- reading this ICT and Cyber-Safety Use Agreement policy carefully.
- following the Cyber-Safety conditions and instructions whenever I use the school's ICT equipment and services.
- following the Cyber-Safety conditions whenever I use privately-owned ICT devices on the school site or while undertaking any school related activity, regardless of its location.
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety, wellbeing or security of the school or other members of the school community.
- taking proper care of school and privately owned ICT equipment and services. I know that if I have been involved in the deliberate and/or malicious damage or theft of ICT equipment and services, I and/or my family/caregiver/legal guardian may have responsibility for the cost of repairs or replacement.
- keeping a copy of this document somewhere safe so I can refer to it in the future.
- asking the [relevant staff member] if I am not sure about anything to do with this agreement.

## Agreement of the Acceptable Use of ICT and CYBER-SAFETY

The Acceptable Use of Information and Communications Technology Policy is displayed on the school website (paper copies of this policy can be obtained from the school). Please read the policy in advance of signing this document. By signing this document, your young person is entitled to access the school network.

### For the student:

I have read and understood the ICT and Cyber-Safety Use Agreement and the Cloud Computing policy and am aware of the school's initiatives to maintain a cyber-safe learning environment. I understand and accept these. I also acknowledge that in failing to comply with the requirements of the Policy I may be subject to appropriate Behaviour Management options.

Student Name: \_\_\_\_\_ Home Group: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For the Parent / Caregiver:

- I have read this ICT and Cyber-Safety Use Agreement and Cloud Computing policy carefully and discussed it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment.
- I will ensure that this Use Agreement is signed by my child and by me and returned to the school as soon as possible.
- I will encourage my child to follow the cyber-safe strategies and instructions and to discuss any issues with myself or a school staff member.
- I consent to my child accessing and using cloud based services provided by Wirreanda Secondary School and understand this may include the use of my child's personal information including first name and last name.
- I will be contacting the school if there is any aspect of this Use Agreement I would like to discuss.

Parent / Caregiver Name: \_\_\_\_\_

Parent / Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: This agreement is required to be signed annually.

**PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**