# TENISON WOODS COLLEGE

## CYBER SAFETY USER AGREEMENT
FOR SENIOR SCHOOL (10-12) STUDENTS

<table>
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<tr>
<th>CYBER SAFETY USER AGREEMENT FOR SENIOR SCHOOL (10-12) STUDENTS approved by:</th>
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<tbody>
<tr>
<td>SIGNED (Principal or Delegate)</td>
<td>Date: 11/4/16</td>
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<tr>
<td>SIGNED (Board Chair)</td>
<td>Date: 01-04-2016</td>
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<tr>
<td>SIGNED (Responsible Leadership Member)</td>
<td>Date: 6 JUL 16</td>
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<td>POLICY TO BE REVIEWED BY (person/role): ICT Manager / Committee</td>
<td>Review Date: 2017</td>
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Overview

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

Section A: Introduction

Section B: Rules to help keep Tenison Woods College Senior School Students Cyber Safe

Section C: Tenison Woods College Senior School Cyber Safety User Agreement

Instructions

1. Students and parents*/caregivers/legal guardians, please read and discuss all sections carefully.

2. Parents and students sign the Cyber Safety User Agreement Form.

3. Please keep Sections A and B for future reference.

4. If you have any questions about this Agreement, please contact the College.

* 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) ‘Cyber safety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and Internet enabled devices

(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, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, internet cloud services), 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.

Additional information can be found at www.cybersafety.gov.au
SECTION A
INTRODUCTION

The measures to ensure the cyber safety of Tenison Woods College outlined in this document are based on our core values.

The College’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Tension Woods College and to the effective operation of the College.

The College has rigorous cyber safety practices in place, which include Cyber Safety User Agreements for all College staff and students.

The overall goal of the College in this matter is to create and maintain a cyber safety culture which is in keeping with the values of the College, and legislative and professional obligations. This User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All students will be issued with a User Agreement and once signed consent has been returned to the College, students will be able to use the College’s ICT equipment/devices.

The College’s computer network, Internet access facilities, computers and other school ICT equipment/devices 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 College, and used on or off the school site.

The College may monitor traffic and material sent and received using the school’s ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The College may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.
SECTION B
RULES TO HELP KEEP TENISON WOODS COLLEGE SENIOR SCHOOL STUDENTS CYBER SAFE

By signing the Cyber Safety User Agreement, as a student in the Senior School of Tenison Woods College, I am agreeing to the following:

1. I cannot use school ICT equipment until my parent(s) and I have signed my User Agreement form (see Section C) and the completed form has been returned to school.

2. I will log on only with my user name. I will not allow anyone else to use my user name.

3. I will not tell anyone else my password.

4. 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).

5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.

6. 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.

7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.

8. 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 get around or bypass security, monitoring and filtering that is in place at school.

9. If I accidentally access inappropriate material, I will:
   - Not show others;
   - Turn off the screen or minimise the window; and
   - 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 1994. 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/device (such as a laptop, mobile phone) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

12. I will not connect any device (such as a 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/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 rules, and not joining in if other students choose to be irresponsible with ICT; and
   - 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 parents. 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
TENISON WOODS COLLEGE SENIOR SCHOOL
CYBER SAFETY USER AGREEMENT

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

1. **Read this page carefully** to check that you understand your responsibilities under this Agreement.
2. **Sign the appropriate section of the Cyber Safety Policy Agreement.**
3. **Detach and return this form to the school office.**
4. **Keep Sections A and B of this document for future reference**, as well as the copy of this signed page which the College will provide.

We understand that Tenison Woods College will:

- Do its best to keep the College cyber safe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cyber safety rules and requirements detailed in the User Agreement.
- Keep a copy of this signed User Agreement form on file.
- Respond appropriately to any breaches of the User Agreement.
- Provide members of the College community with cyber safety education designed to complement and support the User Agreement initiative.
- Welcome enquiries from students or parents about cyber safety issues.

**Student**

As a Student of Tenison Woods College, my responsibilities include:

- I have read and understood this Cyber Safety User Agreement.
- I will follow the cyber safety rules and instructions whenever I use the school’s ICT.
- I will also follow the cyber safety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the College or other members of the College community.
- I will take 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 have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the relevant staff member if I am not sure about anything to do with this Agreement.

I have read and understood my responsibilities and agree to abide by this Cyber Safety User Agreement. I know that if I breach this User Agreement there may be serious consequences.

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**Parent**

As a Parent of a student in the Senior School at Tenison Woods College, my responsibilities include:

- I will read this Cyber Safety User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the College’s work to maintain a cyber safe environment.
- I will ensure this User Agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cyber safety rules and instructions.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.

I have read this Cyber Safety User Agreement and am aware of the College’s initiatives to maintain a cyber safe learning environment, including my child’s responsibilities.

*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.*

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