TENISON WOODS COLLEGE

CYBER SAFETY USER AGREEMENT
FOR JUNIOR SCHOOL (R-5) STUDENTS

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<th>CYBER SAFETY USER AGREEMENT FOR JUNIOR SCHOOL (R-5) STUDENTS approved by:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>SIGNED (Principal or Delegate)</td>
<td>1/5/16</td>
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<td>SIGNED (Board Chair)</td>
<td>01/04/16</td>
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<tr>
<td>SIGNED (Responsible Leadership Member)</td>
<td>14/6/16</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 Junior School Students Cyber Safe

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

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 College, please contact let the school office know as soon as possible.

2. Discuss the Cyber Safety rules with your child.

3. Sign the Cyber Safety User Agreement Form.

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) ‘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 school.

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 JUNIOR SCHOOL STUDENTS CYBER SAFE

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

2. 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.

3. I can only use the computers and other school ICT equipment for my schoolwork and only with my teacher’s permission.

4. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.

5. If there is something I’m not sure about I will ask my teacher.

6. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude or unkind to other people.

7. I will not tell anyone my password.

8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
   - Not show others;
   - Click the monitor on/off button or turn off the screen, and
   - Get a teacher straight away.

9. I must not bring any ICT equipment/devices to school without prior approval from the teacher.

10. I will ask my teacher’s permission before giving out any personal information online. Personal Information can include such information as:
    - Name
    - Address
    - Email address
    - Phone numbers
    - Photos

11. I will be careful and look after all our school ICT equipment by:
    - Not being silly and playing around with it.
    - Following all school Cyber Safety rules.
    - Telling a teacher about anything wrong or damaged.

12. I understand that if I break these rules, the College may need to tell my parents or the police.
SECTION C
TENISON WOODS COLLEGE JUNIOR 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 Junior 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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