# 2019 Cyber Safety Policy for Coonalpyn Primary School

## CYBER-SAFETY AT Coonalpyn Primary School

The measures to ensure the cyber-safety of Coonalpyn Primary School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask parents to read the User Agreement document and sign the Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and learners, 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 learners. In ICT classes, Cyber Safety is constantly discussed and scenarios worked on.

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

The overall goal is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. 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 learners will be issued with a Use Agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and Department for Education administrators to prevent children'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 for Education cannot filter the Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department for Education recommends the use of appropriate Internet filtering software.

Parents are asked to please contact the principal, if they have any concerns about their child's safety in using the Internet and ICT equipment/devices.

**Important terms:**

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, 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.

**'School and preschool 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, 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), and any other, similar, technologies.
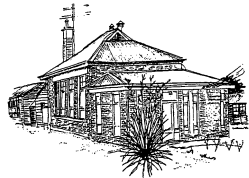
**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

# Strategies to help keep Coonalpyn Primary School 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 parents and caregivers to discuss with their child the following strategies to help them stay safe when using ICT at school and after formal school hours.

1. I will use school ICT equipment only when my parents/caregivers have signed my Use Agreement form and the completed form has been returned to school [or preschool].

2. I will use the computers and other ICT equipment only for my learning and only with my teacher's permission.

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

4. If there is something I'm not sure about, I will ask my teacher.

5. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.

6. I will keep my password private.

7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school [or preschool], I will:
   - not show others
   - turn off the screen
   - get a teacher straight away.

8. 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.

9. I will ask my teacher's permission before I 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.

10. I will be careful and will look after all our school ICT equipment by:
    - not being silly and playing around with it
    - following our school [or preschool] cyber-safety strategies
    - telling a teacher about anything wrong or damaged.

11. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.

## ICT Resources & Internet User Agreement 2019

ICT Equipment and access to the Internet is provided for students to conduct research, use online learning programs and communicate.
**It is everyone's responsibility to treat all equipment with respect.
Access to these services are given to those students who agree to act in a considerate and responsible manner. They are an expensive resource that we are lucky to have.**

Our school Behaviour Code applies if there are any breaches to the rules.

**PARENT PERMISSION IS REQUIRED BY SIGNING BOTH PAGES OF THIS DOCUMENT**

## Internet usage rules:

It is not recommended that students give out personal details to anyone over the Internet such as telephone numbers or addresses. At school, this is blocked as much as possible by the school's security system.

♦ Do not reveal your internet password to *ANYONE.*
♦ If you think someone may know your password, see Mrs Jericho immediately to change it.
♦ Do not enter your details into any web pages.  If the page asks for details close out of it.
♦ ALWAYS LOG OFF of the Internet when you leave the computer.
♦ Report ANY strange e-mails you may receive. DO NOT OPEN AN EMAIL FROM SOMEONE YOU DON'T KNOW - this is to protect the computers from viruses.
– The following are *not* permitted:

● The sending or displaying of offensive messages or pictures.
● The use of obscene language.
● Harassing, insulting or attacking others.
● Damaging Computers.
● Violating copyright laws.
● Using another's password.
● Trespassing into another's folder, work or file.
● Intentionally wasting limited resources on purpose.
● Using the Internet for buying or selling.
● Downloading programs, games or pictures without teacher permission.

As a Parent/Caregiver of ………………………………………………………...……… (name of student), **I grant permission for my child to access the Internet, including e-mail (email Years 3 – 7 only)**.
I understand the school's Internet and e-mail rules.  I also recognise that it is impossible for Coonalpyn Primary School to restrict access to all controversial materials.
I have discussed the above rules with my child.

Parent/Caregiver Signed………………………………Date  /  /19

# ICT Equipment usage rules:

- Students are encouraged to always use their allocated laptop to allow for easy monitoring of any problems encountered.
- If any usage issues occur, the class teacher and/or Mrs Jericho must be informed a.s.a.p.
- Treat I-Pads carefully, and let Cass know of any problems.
- **NEVER touch the laptop screens**. They are plasma, NOT touch screens and will damage easily from human skin/oils.
- Treat the keyboard and mouse gently. The mouse is laser based and does not need a pad. It needs to be operated gently.
- If the printers don't work:
    - check that the printer is on
    - check for paper in the printer,
    - READ any message the printer or laptop sends you.
    - DO NOT KEEP PRESSING 'PRINT'..!!
    - Ask your teacher for help.

- It is not necessary to log off the student network when you leave the computer
- Computer Settings **MUST NOT BE CHANGED – this includes the desktop background.**
- All Work **MUST** be saved into *M/:Student Shared Drive,* regardless of whether you also have it on a USB.
- **USBs used at home must be virus checked at school by a staff member before use in a school laptop. Upper Primary students may be given a USB to use for school work only.**

Any misuse of computer privileges, technology or internet will result in a logical consequence, likely to include a ban for a period of time.

**I have read and understood the rules for ICT use at Coonalpyn Primary School.**

Student's Name……………………….……….Student Signature ……….…………………

**I/We have discussed this information with our child.**

Parent/Caregiver Signed……………………………………Date   /   /19