



Roma Mitchell
Secondary College

Dear Parent/Caregiver,

RE: Cyber-Safety Use Agreement

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 sign the attached Use Agreement Form. The Use Agreement Form has been updated from the form you have signed previously.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Roma Mitchell Secondary College 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 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 this updated Use Agreement and once signed consent has been returned to school, students will be able to continue 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. Where a student is suspected of an electronic crime, this will be reported to the South Australia 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 DECD 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, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD 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>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Senior Leader: Learning Technologies, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sandy Richardson'.

Sandy Richardson
Principal
27/01/2015

Strategies to help keep Roma Mitchell Secondary College Students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child'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 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 updated Use Agreement Form and the completed form has been returned to school.
2. 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 name.
3. I will keep my password private.
4. While at school or 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 (e.g. bullying or harassing).
5. 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.
6. I will not take digital images, still or moving, of staff and students at school (including to and from school) without the consent of the school and those people in the images. I will not use any electronic device to upload digital content or information about students and staff at our school without the appropriate permission being sort from the school, people in the images and their Parent/Caregivers.
7. I will use my mobile phone/s only at the times agreed to by the school during the school day.
8. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
9. While at 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 at school.
10. 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.
11. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games, information 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.
12. I will ensure that any material I publish will not be plagiarised and will observe appropriate copyright clearances, including acknowledging the author, creator or source of any information used. Any material published on the Internet or Intranet must have the approval of the Principal or their delegate and has appropriate copyright clearance.
13. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
14. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
15. I will seek permission from the individual concerned before publishing or disclosing their email address.

Strategies to help keep Roma Mitchell Secondary College Students Cyber-safe

16. 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.
17. 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.
18. 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 e-mail.
19. The school may monitor and 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 e-mail.
20. 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. 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.

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 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, floppy disks, iPods, iPhones, 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.

'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.

Cyber-safety Use Agreement Form

To the parent/caregiver/legal 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 Roma Mitchell Secondary College will:

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at 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 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 Cyber-safety Use Agreement carefully
- Following the cyber-safety strategies and instructions whenever I use the school's ICTs
- Following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at 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 or security of the school or other members of the school community
- Taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- Keeping this document somewhere safe so I can refer to it in the future
- Asking the Care Group Teacher if I am not sure about anything to do with this agreement.

CYBER-SAFETY USE AGREEMENT

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

Name of student..... Group / Class.....

Signature of student..... Date.....

For the Parent/Caregiver/Legal Guardian: My responsibilities include...

- reading this Cyber-safety Use Agreement carefully and discussing 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
- ensuring this Use Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies and instructions
- Contacting the school if there is any aspect of this Use Agreement I would like to discuss.

Name of parent / caregiver / legal guardian

Signature of parent / caregiver / legal 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.

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