# South Wellington Intermediate School

**Challenge, Engage, Inquire, Inspire**

## Cyber Safety at South Wellington Intermediate School

**Caregiver/Student Cyber Safety Use Agreement**

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

Section A: Important Cyber safety Initiatives and Rules

Section B: Caregiver/Student Use obligations and responsibilities

**Instructions for Users:**

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with South Wellington Intermediate School.

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*Important terms used in this document:*

(a) *'Cyber safety' refers to the safe use of the Internet and IT equipment/devices, including mobile phones*

(b) *'School IT' refers to the school's computer network, Internet access facilities, computers, and other school IT equipment/devices as outlined in (c) below*

(c) *The term 'IT equipment/devices' used in this document, includes but is not limited to; 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, 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*

(d) *'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 harmful 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.*

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**Section A**

**Important South Wellington Intermediate School Cyber safety Initiatives and Rules**

The measures to ensure the Cyber safety of South Wellington Intermediate outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school IT equipment/devices bring great benefits to the teaching and learning programmes at South Wellington Intermediate and to the effective operation of the school.

Our school has Cyber safety practices in place, which include Cyber safety use agreements for all school staff and students.

The overall goal of the school is to create and maintain a Cyber safety culture which is in keeping with the values of the school, and legislative and professional obligations. This use 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.

1. Cyber safety use expectations:
    1.1 All students will participate in Cyber Safety lessons, with particular emphasis on the use and expectations of South Wellington Intermediate School.
    1.2 The school's computer network, Internet access facilities, computers and other school IT equipment/devices are for educational purposes appropriate to the school environment.

2. The use of any privately-owned/leased IT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased IT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.

3. When using school IT, or privately-owned IT on the school site or at any school-related activity, users must not:
    - Initiate access to inappropriate or illegal material
    - Save or distribute such material by copying, storing, printing or showing to other people.

4. Users must not use any electronic communication (e.g. email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.

5. Student users must not attempt to download, install or connect any software or hardware onto school IT equipment, or utilise such software/hardware, unless specifically authorised by a teacher.

6. All material submitted for publication on the school website should be appropriate to the school environment. Such material can be posted only by those given the authority to do so.

7. All school IT equipment/devices should be cared for in a responsible manner.

8. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth.

9. Passwords must be strong and kept confidential.

10. Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from a teacher.

11. Dealing with incidents:
    11.1 In the event of access of inappropriate or objectionable material, users should:
       a) Not show others
       b) Close or minimise the window, and
       c) Report the incident immediately to a teacher.
    11.2 If an incident involves inappropriate or objectionable material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to the Principal IMMEDIATELY.

12. Monitoring by the school:
    12.1 The school may monitor traffic and material sent and received using the school's IT infrastructures.
    12.2 The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
    12.3 Users must not attempt to circumvent filtering or monitoring.

13. Breaches of the agreement:
    13.1 If there is a suspected breach of the use agreement involving privately-owned IT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
    13.2 Involvement with material which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 is serious, and in addition to any inquiry undertaken by the school, the applicable agency involved with investigating offences under the Act may be notified at the commencement, during or after the school's investigation.

14. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school IT equipment/devices, or commission an independent audit.

**Section B Caregiver/Student Use Obligations and Responsibilities**

The key obligations and responsibilities are:

- All IT use must be appropriate to the school environment -
    - Network communication will be polite, kind and free from inappropriate language

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- o Devices will be used for educational purposes only, and as directed by the teacher
- o The user must immediately minimise any site containing inappropriate information/visual images such as pornographic, violent and/or hate material
- o Objectionable material will not be viewed, shown, copied, or sent to other users

- The principles of confidentiality, privacy and copyright apply –
  - o Passwords will be kept confidential
  - o Personal information/data will not be shared

- No device will be used during Interval or Lunchtime unless directed by a teacher, and supervised by a teacher

- Unless directed by the teacher, students will not – at any time at school, play games on any device