Prep - 6 CyberSafety Parent & Student User Agreement

Dear Parent / Guardian,

As part of your child's curriculum, St Justins Primary School is providing supervised access to Information and Communication Technologies (ICT).

ICT includes the use of: IPads, Chromebooks, computers and printers; the school network; the Internet; email; digital/video cameras; and scanners.

These technologies are used within St Justins Primary School for research, for communicating with other people, for publishing students' work, and for learning basic skills.

While staff will ensure that high-quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. St Justins Primary School minimises this risk by providing appropriate supervision, using Internet filters, and educating students to participate safely and responsibly when online.

St Justins Primary School has developed rules for safe and responsible use of ICT and all students work to these rules, a copy of which is attached for your information. Students are required to sign an ICT Acceptable Use Agreement to ensure that they understand the rules. Unless otherwise advised, we will assume _____ has your permission to use the computing and Internet resources available at St Justins Primary School.

St Justin's school community has experienced significant changes in its educational, social and technological contexts over the past decade. The school's access to ICT equipment and resources brings great benefits to teaching and learning and the effective operation of the school. As the use of the Internet also gives us access to inaccurate information, unsuitable material, plagiarism, contravention of copyright, inappropriate behaviour and irresponsible use of time, it is important to have strategies in place to deal with this.

Learning to use technology involves a number of areas:

Global Citizenship

Being a global citizen involves connecting with people who are from all around the world. At St Justin's we aim to broaden our connections with the world so that we can make sustained

connections that help us to learn. We connect with parents, peers and with our Parish. We also provide the ability to connect with people from around Australia and the rest of the world. In order to make these connections we use the benefits of Web 2.0 tools that allow us to interact with other schools, outside experts and the wider community.

Digital Citizenship

At St Justin's we emphasise the need for digital citizenship. This involves using information and technology in a safe, legal and responsible way. We learn how to be responsible digital citizens by respecting and protecting others and ourselves and being aware of the rules around copyright and plagiarism. We develop Cyber Safety practices and demonstrate our commitment to promoting the safe and responsible use of the internet at St Justin's.

Hardware and Software Use

We use a range of hardware and software at St Justin's. We have access to the Internet, many desktop and laptop computers, interactive whiteboards, Chromebooks, iPads, educational apps and other digital technologies.

This policy outlines the way St Justin's uses and manages ICT to enable staff, students and parents to use ICT safely and appropriately. The overall goal of the school in this matter is to create and maintain a culture of cyber safety that is in keeping with the values of the school, and legislative and professional obligations.

The student responsibilities outlined below provide clarification on some important aspects of using Technology at St Justin's. We advise you to carefully read through these areas with your child/ren and then go through each separate dot point to reiterate school practises for child safety and the protection of our school community and its devices. After reading each section with your child please sign off on agreeing that you have discussed and understood the content and school practices.

Student Responsibilities

Digital Footprint

Students should be aware that the digital decisions they make today will stay with us forever. Any image or comment students put on the internet is public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound

recording. Remember the rule: "If you wouldn't want your Teacher, Grandma or future boss to see it, don't post it online!"

The Privacy Act
Students must use all ICT responsibly and appropriately, including taking photos and videos for school use (only after teacher approval). The recording of images and sounds can breach fellow students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Respectful Communication
St Justin's has a clearly outlined bullying policy. Students will be explicitly taught how to be respectful in how they communicate and never write or participate in online bullying (which includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be a part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

I CAN talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology immediately.

Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened.
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information/images that they know is private.

- they accidentally do something which is against the rules and responsibilities they have agreed to.

Abide by Copyright Laws

Students should be aware of copyright laws when obtaining information or images from the Internet. Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce personal risks, By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. St Justin's is working to teach digital literacy skills, which enable students to locate, evaluate and use information effectively on the internet. IT is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

The statements below are to be confirmed by your child. Please discuss each item with your child to ensure he/she fully understands each statement, ensuring that it is age appropriate and that you concentrate on the most important areas for Junior students.

> ***Please note that the term 'ICT' and 'devices' refer to all technology used at St. Justin's, including but not limited to iPads, Chromebooks, laptops, desktops and Interactive Whiteboards.**

Students using the network and devices:
- I understand that I cannot use the school Information and Communication Technologies (ICT) until my parent/s and I have signed the Student Acceptable Use of Technology Agreement.
- I understand that the use of electronic services is a privilege, not a right.
- I understand that I must treat all ICT at St Justin's with care and respect.
- I understand that I can only use ICT at school for educational purposes and agreed tasks.
- I understand that I must follow my teacher's directions at all times when using school devices.
- I understand that I may not connect any personal devices to school ICT and services without a teacher's permission. **This includes, but is not limited to, Bluetooth devices, e.g. a mouse, iphones, smart phones, hard drives, USB, gaming consoles and MP3 players.**

- I understand that I must check that content contained on portable storage devices (e.g. USB, memory cards, etc.) is appropriate and virus free.
- I understand that I must abide by the Chromebook User Agreement (if I am in years 2-6) in conjunction with this Technology User Agreement.
- I understand that I need to use my own username and password and that I should not share my details with anyone other than my teachers and parents.
- I understand that I will never impersonate another student or teacher online or attempt to log into the network or online using their log-on details.
- I understand that I must only use my school email account for school purposes.
- I understand that emails are monitored by the school and I must ensure all content sent and received is appropriate.
- I understand that I must treat all ICT with care. This includes:
    - Not intentionally disrupting or interfering with the smooth running of any school ICT systems and network, including by installing any software, shareware or freeware.
    - Not attempting to gain unauthorised access to any system or device.
    - Not joining in if other students choose to be irresponsible with ICT.
    - Not modifying any software, applications or operating systems including desktop backgrounds and settings. This includes cursor and contrast settings.
    - Reporting any breakages, damage, issues, malfunctions or vandalism to a staff member immediately.
    - Placing all equipment back in its designated case, correctly disconnecting and storing cables and accessories, and returning it to its allocated place.
    - Starting up and shutting down equipment properly without clicking on unknown prompts or messages. I will immediately inform a teacher if this occurs.

Students interacting in an online environment:
- I understand that I must not use the Internet, email, mobile phones, smart devices, or any other ICT to:
    - Be mean, rude, or offensive, etc
    - Bully, harass or harm
    - Attempt to search for things online that are inappropriate such as anything that is violent, rude or uses unacceptable language
    - Take photos or video without permission
    - Make any attempt to bypass security and filtering systems that are in place at St Justin's
- I understand that if I find anything mean, rude, inappropriate or something that makes me feel uncomfortable, I will exit out of it immediately, will not show other students and will tell a teacher straight away.

- I understand that I must not visit any inappropriate websites, type inappropriate language into search engines or use it in emails. Emails found using inappropriate language or content will be forwarded to the Principal and managed accordingly.
- I understand that I must not access or store offensive images, video or audio on any ICT or cloud services.
- I understand that I must not give out my personal details online including; full name, address, phone number, schedule of activities, etc.
- I understand that social media, gaming and other websites and programs can put me at risk through online interaction with others, therefore I will:
    - Not have accounts such as Tik Tok, Facebook, Instagram, Snapchat, etc as it is illegal to have an account on these sites because you must be 13 years or older.
    - Not lie about my age to gain access to sites and social media accounts.
    - Protect my privacy rights and those of other students when posting anything online.
    - Read and understand the terms and conditions of any website or online community that I may wish to join.
    - ALWAYS speak with my parents/carers before trying to join any new websites for social media or gaming purposes.
    - Inform parents/carers and/or teachers if I am feeling uncomfortable online, have been approached by a stranger through the internet or have become a victim of Cyberbullying.

Students accessing and creating digital materials and using digital devices:
- I understand that I will not interfere, move, edit or delete files or look into work folders or files that belong to others
- I understand that I must not download or copy any files such as music, images/videos, games, and programs, without a teacher's permission. This is to ensure copyright laws are followed and only appropriate software is installed.
- I understand that I must not forward or publish any copyrighted materials that I don't have permission to use and provide a reference where possible (no plagiarism). I will not use material and images from websites, including images, unless I have permission from the creator.
- I understand that I will not copy the work of others and say it is my own.
- I understand that I must act responsibly regarding the taking of photographs and videos, the sending of these using electronic devices and the posting of them on the Internet and social media. It is expected that students will:
    - Ask permission from children and teachers before taking photos, video or audio of them

- Not take photographs or videos at School or School related functions or activities without the permission of a teacher.
- Not distribute or post photographs, graphical images, audio or videos of students, teachers or their relatives on the Internet without the knowledge and permission of the particular student, teacher or relative of the student or teacher.
- Not publish images online of myself or other St Justin's students or teachers at school or in school uniform out of school without the permission of the school.
- Never use photo/video/audio of other students as a tool for bullying or harassment.

- I understand that I will not include the name St Justin's or reference St Justin's school in any name for any form of online social media account without the permission of the school.
- I understand that I will not bring a digital device including an iPhone, Smartphone or other mobile, music or gaming device to school, without the express permission of both parents/carers and teachers.
- I understand that if I do bring a mobile device to school, I will complete the following steps:
  - I will inform my teacher that I have brought my phone to school.
  - I will turn off my phone.
  - I will hand it in for secure storage every morning and collect it at the end of the day.
  - I will turn it on only in transit to and from school.
- I understand that if I break these rules the school may need to inform my parents. In serious cases the school may take disciplinary action against me.

Using iPads:

- I will take responsibility for treating school iPads with respect and care.
- I will make sure that I know where my assigned iPad is at all times.
- I will only use my iPad when seated or stationary or when otherwise instructed by my teacher.
- I will always carry my iPad in its protective case using two hands.
- I will lock my iPad away in its assigned trolley and location and connect it to charge when I am not using it or I am out of the classroom.
- I will report any damage, loss or issues immediately to my teacher.
- I will only use apps and websites that I have permission to use from my teacher.
- I will only view school related photos/video/audio during school hours unless instructed by my teacher.

- I will not access the internet at school without permission from my teacher.
- I will advise my teacher if I am aware of misuse of ipads and I understand that if I use my iPad irresponsibly or break this policy, I may not be able to use an iPad for a designated period of time as decided by my teacher.

Signature of
STUDENT ACCEPTANCE

I, _____ have read the ICT Acceptable Use Policy carefully and understand the importance of the conditions and agree to follow these rules. I understand that if I choose to not follow these rules it may result in loss of access to school ICT resources such as computers, internet, email or Student Owned Device at school for a period of time determined by St Justins Primary School.

Type your name and sign below

GOOGLE APPS FOR EDUCATION

Google Apps is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud". The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any Internet connected device.

Google Apps for Education (GAFE) is a special setup of the popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by St Justin's Primary School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google, St Justin's Primary School and Catholic Education Melbourne (CEM).

GAFE operates using our existing domain (sjwheelershill.catholic.edu.au). This means that all school email accounts are managed by Google's Gmail app. The students' GAFE account will allow access to school Gmail, Calendar, Contacts, Drive & Docs, Classroom and Sites. All GAFE account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School.

The Google agreement with St Justin's Primary School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St Justin's Primary School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the

St Justin's Primary School GAFE need to be aware that the St Justin's Google Administrator can access, manage and monitor accounts and activity within the GAFE domain.

St Justin's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaborative environment for students and teachers.

See the link below for the full Google Apps for Education Terms of Service.

www.google.com/apps/intl/en/terms/education_terms.html

USE OF SOCIAL MEDIA

Catholic school communities have experienced significant changes in their educational, social and technological contexts over the past decade. Social media are now ubiquitous in the educational landscape and can form an important part of the learning and teaching environment.

Addressing young people who have grown up in a digital world, Pope Benedict XVI in his message for the World Day of Communication 2011 recognised the great opportunities and challenges brought by social networking and the internet.

'The new technologies are not only changing the way we communicate, but communication itself, so much so that it could be said that we are living through a period of vast cultural transformation. This means of spreading information and knowledge is giving birth to a new way of learning and thinking, with unprecedented opportunities for establishing relationships and building fellowship.'

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world.

Social media may include (although is not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Instagram, KiK, Google+)

- Video and photo sharing websites and apps (e.g. Flickr, YouTube, Picasa, Snapchat, Seesaw, TikTok)
- Blogs (work and personal interest)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (e.g. Wikis, Nings, Google Apps)
- Video and web conferences (e.g. Skype, Google Hangouts/Meet, Jabber)
- Email and instant messaging
- Online Gaming (e.g. Fortnite, Call of Duty (COD), Minecraft, Roblox)
- All other emerging electronic/digital communication applications.

As members of the school community, we should all be conscious of and respect the interests and privacy of the school and other members of the school community when using social media in relation to school activities or the school in general. In particular, when using social media, all members of the school community should ensure that they:

1. Are conscious and respectful of the reputation, the rights and the privacy of others.
2. Are careful when sharing and/or uploading photos as some individuals who appear in the photos may have concerns with their distribution. Photos cannot be shared without consent.
3. Display care for the wellbeing of others.
4. Do not bully, intimidate, degrade, embarrass or harass others.
5. Do not harm the reputation and good standing of the school or those within the school community.
6. Report to the school leadership any concerns they may have in relation to improper or inappropriate use of social media by community members.

In addition:

1. Students are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents may be informed if this happens.
2. No student may access social networking sites during the school working day without permission from a member of the school teaching staff, or through the use of their school-assigned Chromebook at home.

3. Parents assisting with classroom activities should not make use of social media sites while involved in such activities or take photos or video footage of students within the school grounds.

Effective communication can be enhanced by the use of email. It is imperative that students, staff and parents communicate with each other via email in a manner consistent with the vision and values of the school. Email is an insecure and unreliable form of communication and care needs to be taken to ensure privacy and confidentiality at all times.

Email Communication

1. Any communication across the school server is the sole property of the school.
2. In the performance of their duties, the network administrator is to ensure the proper functioning of Internet access and email services, and as a result may inadvertently see private and confidential information.
3. Staff members will endeavour to respond to school emails within the hours 8:30am - 5pm and please be mindful that it may take up to 2 business days for them to respond.   A staff member may also verbally respond to your email.
4. Email will not be used for illegal, improper or offensive purposes (for example racial vilification, harassment, etc).
5. Any school user who finds himself or herself the recipient of illegal, improper or offensive email should contact the school principal immediately.
6. Users are advised to make considered responses when using email.
7. Users should have regard for the following:
   - Ask yourself, before sending an email, how you would feel if your message was read out in court, distributed publicly or read by you as the recipient. Email messages may have to be disclosed in litigation or investigated by regulatory bodies.
   - Remember that the recipient of an email may (without your knowledge or consent) forward that message to others.
   - Do not forward emails, which contain earlier emails without first ensuring that none of the earlier emails or attachments contain anything, which would, justifiably, annoy or upset a potential recipient.

Staff/Parent Communication Via Email and Seesaw

- Urgent matters of a serious nature should not be emailed but rather reported to the school office.
- Email should not be used as a reliable means of communication as there are many reasons why a staff member may not read their email.
- Email will not be used to address serious concerns, complaints and queries. All concerns, complaints and queries will be addressed in a face-to-face meeting or phone conference.
- The principal may on occasion send out a broadcast email to all parents. Circular emails may only be sent with pre approval of the principal or the principal's delegate.
- Email communication should only be used for school related activities.

Signature of profile owner for
PARENT ACCEPTANCE & ACKNOWLEDGMENT

To the parent/caregiver/legal guardian, please ensure that you have:
1. **Read this document carefully, to check that you understand your responsibilities under this agreement.**
2. **Signed the appropriate section and submit via Ooperoo**
3. **Refer to this section of the document for future reference**

I understand that St Justin's Primary School will:
- **Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT, and during school related activities.**
- **Work progressively with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the user agreement initiative. This includes providing children with strategies to keep themselves safe online.**
- **Keep a copy of this signed acceptable use of technology agreement on file.**
- **Respond to any breaches in an appropriate manner.**
- **Welcome enquiries from parents or students about cyber safety issues.**

As a parent/guardian, I acknowledge that:
1. **My child will use a *St Justin's Primary School* administered *Google Apps for Education Account*, which includes:**
   - **Sending and receiving emails.**
   - **Creating, collaborating and sharing documents.**
   - **Use of a *Google Drive* for cloud based data storage.**
   - **Use of chat and other communication tools within the *St Justin's Primary School* managed account.**
   - **Use of other *Google Apps* within the *Google Apps Marketplace* that have been approved for use by *St Justin's Primary School***

   2. **In accordance with the *Australian Privacy Act (AAP8)*, the data my child creates using *Google Apps for Education* can be stored off site and overseas.**

(This means that when a student creates a document, sends an email, etc. all of this information is saved in the cloud. This 'cloud' is a series of data centres that save the information, just like your computer at home would, for easy access. These data centers can be all around the world. The data is secure and can still only be accessed by the account holder - the student, and St Justin's IT administrator. It is now a requirement of Australian law that you are aware and allow this)

    3. At times students will be asked to log in and access their *Google Apps for Education* **account at home for research or homework purposes, they will still fall under the account security policies in place at** *St Justin's Primary School***, but we cannot monitor or protect your child from content found on the internet at home.**

    4. St. Justin's Primary School install Hapara software in order to monitor student accounts and activity for child safety. Hapara provides better management, easier differentiation and greater visibility for educators teaching with G Suite. Hapara must remain installed on all devices and students are to be advised that teachers may access their account and email at any time if deemed necessary.

Additional information about
- *Staff, school and student best practice can be found at* https://goo.gl/PL9x2d
- *Staying safe online can be found on the ACMA (Australia Communications and Media Authority) website*
- [*ACMA eSafety information and key issues*](#)
- [*ACMA Cybersmart YouTube Channel*](#)
- [*eSafety Commissioner*](#)
- [*ACMA Guide to Online Safety*](#)

As the parent or carer of _____, I have read the ICT Acceptable Use Policy and I have discussed the information contained in the ICT Acceptable Use Policy with

_____

I understand that ICT resources access is designed for educational purposes and St Justins Primary School has taken precautions to define acceptable ICT use.

I also recognise steps have been taken at St Justins Primary School to minimise risk of exposure to unsuitable and inappropriate content and materials, and I will not hold St Justins Primary School responsible for all the accessed materials acquired on the ICT resources.

Furthermore, I accept full responsibility for supervision if and when my child's use is not at St Justins Primary School.

Type your name and sign below