



# Cyber Safety Policy

This document comprises a cover page and three sections:

**Section A:** Introduction

**Section B:** Cyber Safety Rules for Students R-7

**Section C:** Cyber Safety Use Agreement Form.

## 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 school, let the school office know as soon as possible.
2. Discuss the cyber safety rules with your child and then please sign in the relevant places i.e. both parent and student signatures are needed.
3. Sign the Cyber Safety Agreement Form (**Section C**) and return that page to the school office.
4. Please keep **sections A and B** for future reference.

\* **The term 'parent' used throughout this document also refers to caregivers and legal guardians.**

### **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*
- (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, 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*
- (e) *'Inappropriate' 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.*

**Cyber-safety addresses the ability to act in a safe and responsible manner on the Internet and other connected environments. These behaviours protect personal information and reputation; include safe practices to minimize danger from behavioural-based rather than hardware/software-based problems.**

**Students practise safe strategies to protect themselves and promote positive physical and psychological well-being when using technology, technology systems, digital media and information technology, including the Internet. These strategies are needed in many situations in the school and home environment.**

## Section A Introduction

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The measures to ensure the cyber safety of Magill School outlined in this document are based on our core values of respect, excellence, honesty and responsibility.

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

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

The overall goal of the school in this matter 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.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school'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 school, and used on *or* off the school site.

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 email. The school 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 Magill School Students Cyber Safe

### These rules will help us to stay safe when using ICT at school.

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school 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 not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not tell anyone my password.
7. I will never take photos, video recordings or audio recordings of students or teachers, unless a teacher gives permission.
8. I will never access or use instant messaging apps or social media websites at school.
9. I will make no attempt to bypass the school filtering system, or access services meant only for teacher use.
10. I will not access or edit another student's folder or files.
11. I will not use or share inappropriate files via the school network or personal storage devices. These files may include, but are not limited to:
  - Any music rated with 'E' for explicit.
  - Apps or footage that are age inappropriate
  - Photos or audio/visual recordings that do not meet the agreed terms of this policy.
  - Illegally downloaded material

12. 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
- Turn off the screen
- Get a teacher straight away

8. I will ask my teacher's permission before I put any personal information online.

**Personal information includes: Name, Address, Email address, Phone numbers, Photos.**

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 cyber safety rules
- Telling a teacher about anything wrong or damaged.
- Never leaving it on the floor
- Keeping food and drink away from it

I understand that if I break these rules the school may need to let my parent(s) and other people (such as SAPOL) know. I understand that there will be consequences for my actions.

## SECTION C: MAGILL SCHOOL CYBER SAFETY USE AGREEMENT FORM

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### To the parent/caregiver/legal guardian, please:

1. Read this page carefully, to check you understand your responsibilities under this agreement.
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

### I understand that Magill 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 equipment/devices at school, or at 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 use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cyber safety issues
- Implement actions and consequences established within the school's behaviour and anti-bullying policies if my child does not follow this agreement
- Ask my child to hand their device over to their teacher and for this to be placed in a secure location if this policy is breached. If this occurs, the device will be returned at the end of the session/day (depending on the breach) and parents will be notified any time this occurs
- Follow the Department for Education and Childhood Development guidelines and the law. This may include notifying relevant bodies, including SAPOL if appropriate

### My responsibilities as a parent/ caregiver include:

- I will read this cyber safety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cyber safety programme by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cyber safety manager to discuss any questions I might have about cyber safety and/or this use agreement and I am welcome to do this at any time

### Internet Access permission

**As part of the curriculum students will be provided with the opportunity to access the internet in a controlled and supervised manner at Magill School.**

**I have read this cyber safety use agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment, including my child's responsibilities.**

**Name of student:** .....

**Name of parent/caregiver/legal guardian:** .....

**Parent's signature:** ..... **Date:** .....

**I agree to follow the rules in Section B. Student's signature**.....

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at Magill School. If it becomes necessary to add / amend any information or rule, parents will be advised in writing.**