

Dernancourt School

ICT Acceptable Use Agreement

Computer, Network and Internet Use

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Dernancourt School are based on our core values of respect, kindness and teamwork. This document is designed to assist us to enhance learning through the safe use of information and communication technologies (ICT).

Child protection education and cyber-safety practices at the school involve staff and learners engaging in discussions regarding the safe and responsible use of ICT facilities. The purpose of this Agreement is to ensure that learning remains engaging, productive and safe. To ensure that Dernancourt School students use ICT responsibly, we encourage parents/caregivers to recognise their responsibilities in supervising and supporting their child's ICT learning experiences both at home and at school. The ICT Acceptable Use Agreement includes information about students' responsibilities and consequences associated with cyber-safety.

The Child Protection: Keeping Them Safe Curriculum is taught throughout the year and an emphasis is placed on the module related to cyber awareness and safety which is revisited on a regular basis by teachers.

ICT facilities can be accessed in all areas around the school. We teach and encourage all students to safely use ICT and ICT tools are embedded across the curriculum. Internet use will be for educational purposes and communications monitored.

Material sent and received using the network is filtered by the Department for Education's monitoring software to restrict access to certain sites and data, including e-mail, in an effort to prevent students' exposure to inappropriate content. Dernancourt School receives direct information from the Department ICT monitoring system as to inappropriate sites and searches that students are accessing whilst at school. This information provides staff the opportunity to intervene and implement the teachable moments as issues arise. Parents/caregivers will be notified when issues occur.

The Department for Education's administrators make every reasonable effort to eliminate risks when using the Department's online services but it cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

Where a student is suspected of an electronic crime, parents will be notified and this may be reported to SAPOL as per Department for Education procedure.

More information about internet safety can be found on the following websites:

- Kids Helpline <http://www.kidshelpline.com.au>
- E safety commissioner <https://www.esafety.gov.au/parents>
- Bullying No Way <https://www.bullying.gov.au>
- The Keeping Safe: Child Protection Curriculum [Homepage - KSCPC](#)

Parents/caregivers must give their written permission for their child to use the school system by signing the ICT Acceptable Use Agreement. Students are also required to sign the ICT Acceptable Use Agreement and return the form to school which is kept on file in school records. The form must be completed before the student accesses school ICT equipment.

Where the student is intending to use a BYOD laptop, both this Agreement and the BYOD Agreement must be signed by the parents/caregivers and the student.

A failure to return a completed ICT Acceptable Use Agreement form may result in a student not being able to use any ICT devices at school, including their own BYOD (if applicable). They may also not have access to the internet which could impact their learning.

Please contact staff if you have any questions about your 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 including online communication and social media, with the intention of harming another person.

'ICT equipment/devices' includes computers, storage devices, cameras, all types of mobile phones, and any internet connected devices.

'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 environment.

'E crime' occurs when electronic communication devices are used to commit an offence or act as storage in an offence.

School Responsibilities

1. Discussing ICT responsibilities with students at the start of each year and regularly revisiting these responsibilities throughout the year.
2. Implementing the Keeping Safe: Child Protection Curriculum (see link above).
3. Embedding ICT across the curriculum and providing children and families with safe strategies in a connected online world.
4. Supervising student ICT device use and following up any issues involving inappropriate use, including informing leadership staff, contacting parents/caregivers and where necessary advising authorities.

Parent/Caregiver Responsibilities

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around the student's safety practices. Each student has a responsibility to take care of ICT resources and use them in a careful and constructive way and we invite you to discuss the Student Responsibilities with your child to help them stay safe when using ICT at school and after hours. In addition, parents/caregivers have the following responsibilities:

1. Discussing the information about responsible computer use and cyber safety with the student and explaining why it is important.
2. Supporting the school's ICT program by emphasising to the student the need to follow the cyber-safety strategies.
3. Reporting any inappropriate behaviour and material they notice, observe or are informed about by the student to the teacher or school staff.
4. Contacting the student's class teacher or a member of the school leadership team to discuss any questions about cyber-safety and/or this ICT Acceptable Use Agreement.

Student Responsibilities

1. When I use computers, the Internet, my laptop, or any other ICT equipment at school, I will make safe, sensible and respectful choices.
2. I will use school computers, the Internet and other ICT equipment only for my learning and only when my teacher or an adult says it's okay.
3. I will use the Internet, email and any other ICT tools for positive purposes.
4. I will keep my password private.
5. If I'm unsure about something, I will ask my teacher or an adult.
6. If I find anything online or otherwise on a computer that upsets me, is mean or rude, or is not acceptable at our school, I will:

- a. not show other students
 - b. turn off the monitor or close the laptop
 - c. get a teacher or adult straight away.
7. I will report any inappropriate behaviour or material I see or that other students show me at school to my teacher or a trusted adult.
8. I will ask my teacher or an adult before I put any personal information online about me. This includes:
- a. my full name and my date of birth
 - b. my address and phone number
 - c. my email address
 - d. photos of me or people close to me.
9. I will not put personal information, photos or videos online about other people, including sharing by email or message, unless I have permission from my teacher or school staff.
10. I will take care of all ICT equipment by:
- a. not disrupting or interfering with school ICT systems
 - b. not trying to hack or access other computers or systems
 - c. following our school cyber-safety strategies
 - d. treating equipment respectfully and not causing damage
 - e. reporting any breakages or damage to a staff member.
11. If I am not cyber-safe, I may lose my right to use ICT equipment, and the school may need to tell my parents or caregivers and other authorities (like the police). There may be other consequences for my behaviour.
12. I understand that any device using the school network is monitored by staff and Department for Education filtering software.

BYOD Responsibilities (if I bring my own laptop)

13. I will take responsibility for my laptop and keep it in the designated place in my classroom when I'm not using it.
14. I will look after my laptop and make sure it is in good working condition.
15. I will charge my laptop at home so it can run on its own battery during the school day.
16. I will make my laptop available for inspection by the school at any time.
17. If I break school rules when using my laptop, I may lose the right to use it at school.
18. I will use the school's wireless network for Internet access. I will not use 4G or 5G at school.

ICT Acceptable Use Agreement Form

Student Name:

Parent/Caregiver Name:

Class: Year Level:

Student Responsibilities

I have read and understood the Student Responsibilities in the ICT Acceptable Use Agreement. I agree to comply with the Student Responsibilities.

Student Signature:

Date:

Parent/Caregiver Responsibilities

I have read and understood the ICT Acceptable Use Agreement. I agree to comply with the Parent Responsibilities and to encourage and support the student to comply with the Student Responsibilities.

I understand if my child does not sign this ICT Acceptable Use Agreement form, they will not be able to use any devices at school including their own laptop (if applicable). They may also not have access to the internet which could impact their learning.

I give permission for the student to use the ICT equipment including the Internet, and I understand that access to ICTs may be denied if any of the above expectations are breached.

Parent/Caregiver Signature:

Date:

PLEASE COMPLETE THIS DOCUMENT AND ENSURE IT IS SIGNED BY BOTH A PARENT/CAREGIVER AND THE STUDENT. PLEASE THEN RETURN THIS FORM TO THE SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.