



Glenburnie Primary School Cyber-Safety Policy & User Agreement

Effective Date: 10/09/2025

Review Date: 10/09/2028

Ratified by: Principal, School Staff and School Governing Council

Purpose

At Glenburnie Primary School, we are committed to providing a safe and supportive environment for students to engage with Information and Communication Technologies (ICT). This includes access to the internet, mobile devices, and digital communication tools. As students grow into responsible digital citizens, we aim to protect them from online risks while teaching them how to use technology safely, ethically, and respectfully.

Important Terms

To help everyone understand and apply this policy, the following definitions are provided:

- **Cyber-safety:** The safe and responsible use of the internet and ICT equipment/devices, including mobile phones.
- **Cyber bullying:** A form of bullying that uses electronic technology to victimise others. This includes the use of email, chat rooms, instant messaging, social media, websites, or text messages with the intent to harm, embarrass, or intimidate.
- **School and preschool ICT:** Refers to all ICT infrastructure provided by the school or preschool, including the computer network, internet access facilities, and any ICT equipment/devices used on-site or during school activities.
- **ICT equipment/devices:** Includes current technologies such as desktop and laptop computers, tablets, USB drives, mobile phones, digital cameras, gaming devices, smartwatches, and other portable or connected digital devices.
- **Inappropriate material:** Content involving sex, cruelty, or violence that is considered harmful to children or unsuitable for a school or preschool setting.

Our Cyber-Safety Approach

We take proactive steps to promote safe and responsible technology use. This includes:

- **Teaching safe behaviours** such as protecting personal information and using respectful communication online.
- **Incorporating cyber-safety into the curriculum** through resources such as the *Keeping Safe: Child Protection Curriculum*.
- **Encouraging students** to speak up if they encounter inappropriate content or feel uncomfortable online.
- **Using filtered internet access** provided by the Department for Education (DE) to minimise exposure to harmful material. Network activity may also be monitored to ensure appropriate use.

While our school takes every reasonable precaution, it is not possible to eliminate online risks—particularly outside school hours or when students use personal devices. We encourage families to use appropriate filtering and supervision tools at home.

Cyber Bullying

Cyber bullying involves the use of technology to threaten, embarrass, or harm others. Examples include:

- Offensive or threatening messages or calls.
- Sharing hurtful images, videos, or audio.
- Harassment via email, chat, or social media platforms.

Glenburnie Primary School treats all cyber bullying incidents seriously. Complaints are investigated promptly, and consequences are aligned with the school's behaviour policy. Serious cases may be referred to the police.

Camps and Excursions

All cyber-safety expectations outlined in this policy apply during camps and excursions. **Students are not permitted to bring any personal ICT devices** (e.g. mobile phones, gaming devices, tablets, USBs, or smartwatches) on school camps or excursions unless **explicitly approved** by the principal. This ensures a safe, distraction-free environment where students can focus on learning and social engagement.

Cyber-Safety User Agreement

We ask all students and families to support our efforts by reading and signing this Cyber-Safety User Agreement.

For Students:

By using ICT at school, I agree to:

1. Use technology for learning purposes only and only with my teacher's permission.
 2. Access the internet only when allowed and ask for help if I'm unsure.
 3. Communicate kindly and respectfully online. I won't use ICT to be unkind or break copyright rules.
 4. Keep my passwords private.
 5. Report upsetting or inappropriate content by:
 - Not sharing it,
 - Turning off the screen, and
 - Telling a teacher immediately.
 6. Only bring devices (e.g., phones, games, USBs) to school with permission from both home and school.
I will not bring any ICT devices on camps or excursions unless I have approval from the school.
 7. Respect school equipment by:
 - Not damaging systems or hardware,
 - Following cyber-safety rules,
 - Reporting problems or damage to a teacher.
 8. Never share personal information (name, address, phone number, photos) without my teacher's permission.
 9. Accept that inappropriate use may lead to consequences, including notifying parents. Serious breaches may result in disciplinary action or police involvement—even if the incident occurs outside school hours.
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For Parents and Caregivers:

We ask families to support a culture of cyber-safety by:

- Discussing this agreement and the importance of online safety with your child.
- Reinforcing the school's cyber-safety messages at home.
- Contacting the school with any questions or concerns.

Glenburnie Primary School will:

- Promote learning through safe ICT use, including restricting access to harmful content.
- Teach students how to stay safe and responsible online.
- Respond to breaches appropriately.
- Encourage open communication about cyber-safety between staff, students, and families.

Acknowledgement

We have read and understood this Cyber-Safety User Agreement and are committed to supporting a safe online learning environment at Glenburnie Primary School.

Student Name/Signature: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____

Note: This agreement remains in place for the duration of your child's enrolment. Any updates will be communicated in writing.