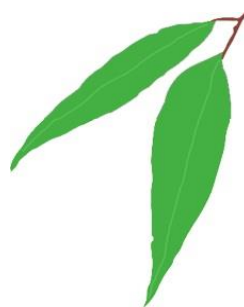


# CYBER SAFETY AND DIGITAL DEVICES USER AGREEMENT



Tea Tree Gully  
Primary School

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Parents/Caregivers and Legal Guardians play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices. Being cyber-safe is no exception and we ask you to discuss with your child the strategies in this document to help ensure personal safety when using ICT/ digital devices at school and after school hours. The following concepts will be discussed, reviewed and included at age appropriate times.

1. I will only use ICT/digital devices for my learning.
2. I will only go online, access the internet or use digital devices at school when a teacher gives permission.
3. I will only log on with **my** username. I will not allow anyone else to use my user name and I will keep my password private from all other students. However, if my parent, caregiver or guardian requests my password I will share it.
4. I will only use the internet, e-mail, mobile phone, any ICT equipment or digital devices for positive purposes; not to be mean, rude or offensive, or to bully, harass, spam or in any way harm anyone (students, staff, school, community, wider community), even if it is meant as a joke.
5. While at school, I will:
  - attempt to search for things online that I know are acceptable. This would exclude anything that is rude or violent or uses unacceptable language such as swearing and racist or sexist language
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place
  - only print with teacher permission
  - ensure that any personal digital devices are stored responsibly
6. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - keep it confidential from students and report it to a teacher straight away
  - turn off the screen
7. With permission from home, I am able to bring digital devices to school. I acknowledge that any loss or damage to this property will be at my own risk and the school will not be held responsible.
8. I will care for all digital devices. This includes not having food or drink near devices, storing devices appropriately and keeping areas tidy. I will tell a teacher about anything wrong or damaged. My family may be charged for repairs.
9. Only with permission from the teacher will I connect any ICT/digital device to school computers/ICT/digital device (eg a USB/portable drive, camera or phone). This includes all wireless/bluetooth technologies.
10. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary and secondary sources. I will validate information and use and abide by the fair use rules.
11. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following: my full name, my home address, my phone numbers, my email address, photos of me and/or other people.
12. I will follow these cyber-safety strategies. If I am not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour. If illegal material or activities are involved, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.
13. I will hand in my mobile phone/smart watch at the beginning of the day for storage in a locked cupboard.

# CYBER-SAFETY AND DIGITAL DEVICES USER AGREEMENT FORM



To the parent/caregiver/legal guardian:

**This user agreement applies for the duration of your child's schooling at Tea Tree Gully Primary School.**

**Please read this page carefully to check that you and your child understand your responsibilities under this agreement.**

**Please return the signed user agreement to the school office.**

**As the Parent/Caregiver/Legal Guardian I/We understand that Tea Tree Gully Primary School will:**

- Do its best to enhance learning through the safe use of ICT/digital devices. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT/digital devices at school, or at school related activities
- Work 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 in a connected online world
- Respond to any breaches in an appropriate manner
- Welcome inquiries at any time from Parents/Caregivers/ Legal Guardians or children about cyber-safety issues
- In accordance with Department for Education guidelines and school policy all mobile phones/ smart watches will be collected at the beginning of the day to be securely locked up

**Parent/Caregiver/Legal Guardian responsibilities include:**

- Discussing the information about cyber-safety and responsible digital citizenship with my child and explaining why it is important
- Supporting the school's cyber-safety program by emphasising to my child the need to follow cyber-safety strategies
- Contacting the class Teacher or Principal to discuss any questions I may have about cyber-safety and/or this user agreement
- Contacting the front office to get a message to my child should I need to during school hours so that my child will not be in breach of the user agreement
- Model cyber-safe practices by considering cyber-safety before publishing, posting or sharing any images of children. This includes not taking photographs of any students at school, other than your own, unless you have obtained explicit consent from their parents/caregivers.

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## CYBER-SAFETY AND DIGITAL DEVICES USER AGREEMENT RETURN SLIP

I have read and understood this Cyber-Safety and Digital Device User Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Signature of Child: \_\_\_\_\_

Name of Parent/Caregiver/Legal Guardian \_\_\_\_\_

Signature of Parent/Caregiver/Legal Guardian \_\_\_\_\_