

Cyber-safety Use Agreement for Middle/Senior Years Students

CYBER-SAFETY AT Kadina Memorial School

Dear Parent/Caregiver,

The measures to ensure cyber-safety at Kadina Memorial School are based on our core values. To assist us enhance learning through the safe use of information and communication technologies (ICTs), we are asking you to read this document and sign the Use Agreement Form on your child's enrolment form.

Rigorous cyber-safety practices are in place, which include Cyber-safety Use Agreements for staff and students. In addition child protection education, such as the Keeping Safe: Child Protection Curriculum includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Kadina Memorial School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Kadina Memorial School is to create and maintain a cyber-safety culture in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that 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.

Material sent and received using the network may be monitored. Filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and The Department's administrators to prevent students' exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, The Department cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>. Please contact the principal, if you have any concerns 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 such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) with the intention of harming another person.

'**School and preschool ICT**' refers to the school's or preschool's computer network, Internet access facilities, computers and other ICT equipment/devices as outlined below.

'**ICT equipment/devices**' includes 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 and digital cameras and 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.

'**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 or preschool environment.

'**E-crime**' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Strategies to help keep Kadina Memorial School Students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child these strategies to help us stay safe when using ICT at school and after school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day, complying with any applicable policy for mobile phone use and ICT use onsite.
7. While at school, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material, I will:
 - not show others
 - turn off the screen or minimise the window
 - report the incident to a teacher immediately.
9. To ensure my compliance with copyright laws, I will not download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes such files as music, videos, games and programs.
10. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, is also covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. 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 address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
13. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage to a staff member.
14. 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 e-mail.
15. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including e-mail.
16. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely any personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Learnlink Office 365

At the end of 2016, Kadina Memorial School turned on Learnlink Office 365 to create a common collaborative platform for students and staff. LearnLink Office 365 provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program.

Students are also given the opportunity to download Microsoft Office 365 ProPlus for use on their computer, tablet or smartphone. This is provided by Microsoft at no cost whilst the student is enrolled at this school, and mirrors arrangements with TAFE and Universities.

We need to make you aware of the following:

1. A number of services provided by LearnLink Office 365 require internet access, both at school and at home.
2. When students are at a school / preschool internet access will be filtered by The Department however access from home/off-site is not filtered by The Department and as such should be supervised.
3. Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).
4. It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.
5. Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

What if I do not want my child(ren) to use the LearnLink Office 365 Services?

The school / preschool requires written notification as soon as possible if you do not consent to your child(ren) using the additional LearnLink Office 365 Services. If you wish to opt out of this service please use dl.0778.info@schools.sa.edu.au to notify the school, or in writing. Before doing so please read the note below.

Important:

Kadina Memorial School does not and will not provide copies of Microsoft Office software for student use, except through the use of Learnlink Office 365. If you do not want to participate in this program, you will need to provide access to alternative products. All Apple products purchased on or after 1st September 2013, come with Pages, Numbers and Keynote to the original purchaser/AppleID. BYO Computers or other devices may use LibreOffice, or other freely available Office Suites.

Adobe Creative Cloud

Kadina Memorial School, under agreement with The Department and Adobe is able to offer Adobe Creative Cloud Software for use on all students' devices, when undertaking studies Arts/Design/Creative Arts.

In Year 7 to 10, students will be given details to download and activate the Creative Cloud software on to their device, for the duration of their course only. This access will be revoked at the conclusion of the course. The software will be made available for download through our onsite self-service.

In Year 11 & 12, access is provided full time to these products as it is covered as a subject fee. This fee is charged each year and will only be charged once if enrolled in multiple subjects that require the software.

If students wish to retain the software outside of the mandatory subjects, the family may elect to pay the applicable licence fee. This will be provided on a school year basis, with no discount or refund. We can't offer a buyout for subscription licencing, and the licence will be revoked upon departure from the school or at the end of semester or year, whichever is applicable.

Please retain this form for your information.