



CYBERSAFETY AT OUR LADY OF THE ASSUMPTION

STUDENT USER AGREEMENT



This document is comprised of this cover page and four sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary / Intermediate Students

Section C: GAFE and Web 2.0 Rules

Section D: Cybersafety User Agreement Form.

Instructions for parents*/caregivers/legal guardians

1. Please read sections A, B and C carefully. If there are any points you would like to discuss with the school, let the school know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form (Section D) and return that page to the school office.
4. Please keep Sections A, B and C for future reference.

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

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and other portable devices*
- (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 and recording devices (such as video, digital, webcams, ipods, ipads, chromebooks and voice recorders), 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) *'Objectionable' 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. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*
- (f) *'Web 2.0' in this document refers to websites that may allow users to interact and collaborate with each other in a structured social media setting. They may also create content in this virtual community. This is in contrast to traditional websites where people are passive viewers. Some examples of Web 2.0 include blogs, wikis, video sharing and social networking sites.*
- (g) **Google Apps for Education (GAFE)** A suite of free productivity tools, made available by Google, for classroom collaboration (e.g. Google Drive, Google Sites, Blogger and more).
- (h) **Cloud Storage** refers to a service model in which data is maintained, managed and backed up remotely and made available to users over a network (typically the Internet).

Additional information can be found on the ACMA Cyber Smart website

<http://www.cybersmart.gov.au/>



SECTION A INTRODUCTION

The measures to ensure the cybersafety of OLA students outlined in this document are based on our core values.

The school's network, internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at OLA, and to the effective operation of the school. Our school has rigorous cybersafety practices in place, which include cybersafety user agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This user agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user 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 OLA STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my user agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name.
5. I will not tell anyone else my password (except a trusted adult).
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.



OUR LADY OF THE ASSUMPTION PARISH PRIMARY SCHOOL

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CHELTENHAM VIC 3192

TELEPHONE: 9584 9488

FAX: 9583 2606

Email: principal@olacheltenham.catholic.edu.au
www.olacheltenham.catholic.edu.au

8. While at school, I will not:
 - Attempt to access or search for things I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - Not show others
 - Turn off the screen, and
 - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives. This equipment will be stored in a safe place at the teacher's discretion and only used by the student when permitted by the teacher.
12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafety rules apply to any ICT brought to school like a mobile phone or iPad.
14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos**
15. I will respect all school ICT 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 cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
 16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.





SECTION C

RULES WHEN USING GAFE AND WEB 2.0

This year your child's teacher(s) may be using Google Apps for Education (GAFE) and other Web 2.0 tools to extend instruction beyond the classroom. **Please see page 1 for a definition of GAFE and Web 2.0.**

These tools allow us to share and collaborate on documents that are 'cloud' based – accessible anywhere, anytime. Students can access the files they create at school or at home or in fact from anywhere they have internet access. There is no need to use USB's or send work via email. Multiple users can work on one file simultaneously. Your child accesses Google Drive through a 'Google Apps for Education' (GAFE) account using their school email address. There are many other Google Apps as part of the Google Apps for Education Suite which we will explore as the need arises.

At OLA we are always eager to explore new and exciting ways to engage students with purposeful learning. Through the use of Google Apps for Education (GAFE), Blogger, and other Web 2.0 tools we are developing our learning culture to connect with others, sharing stories and experiences. Web 2.0 tools, GAFE, email, guest speakers and excursions are all part of the ways we access new information. We are discovering that if we open our classrooms to the world, we gain many things:

- we create an audience for our work and writing
- we can gather ideas from many more people than just our small class
- we can find out how things are different in other places
- we can share the wonderful things we know
- we feel good about ourselves as we get positive feedback about the things we do
- we let our families know more about what we do at school and our family members can comment on our work
- we get feedback by comments that help us think more about what we do and sometimes why we do them
- we learn how to be safe and respectful online

These are just a few of the reasons why GAFE and Web 2.0 tools are so great!

As a safe and responsible user of GAFE and Web 2.0 I will help keep myself and other people safe by following these rules

1. I will treat all GAFE and Web 2.0 applications and programs as a classroom space. Speech that is inappropriate for class is not appropriate for the Web 2.0 programs. I will not use inappropriate language. I will try to spell everything correctly and use proper English and grammar.
2. I will not plagiarise. I will conduct myself in a manner reflective of a representative of this school.
3. I understand that GAFE and Web 2.0 applications and programs are a virtual extension of our classrooms, and therefore all classroom, school, and Australian Government Rules and Regulations apply. Any violation of any of these rules will be referred to the School Administration.
4. I understand that GAFE and Web 2.0 applications (such as a class blog) are to be a forum for my work and collaboration with other class members and the teacher. However, they are first and foremost a tool for learning, and ultimately controlled by my teachers at his/her discretion.
5. I will never give out or record personal information on the blog or other GAFE or Web 2.0 applications and programs. I will not share anything that I do not want the world to know. (Only first names or nicknames will be used on all GAFE and Web 2.0 applications and programs and no personal information is to be revealed.)
6. I understand that if I violate the agreements here I will forfeit my right to participate in GAFE and Web 2.0 applications and programs and may face other sanctions deemed appropriate by the school.



OUR LADY OF THE ASSUMPTION PRIMARY – CYBERSAFETY USER AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to your classroom teacher** who will return it to the school office
4. **Keep the document for future reference**

I understand that OLA 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 cybersafety through education designed to complement and support the user agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed user agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety user 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 cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this user agreement and I am welcome to do this at any time.

Additional information can be found at <http://www.cybersmart.gov.au/>