Digital Technology Use Agreement

Junior School
Last updated 09/11/2015

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Instructions For Parents/Caregivers/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 office know as soon as possible.
2. Discuss the Cybersafety Rules (Section C) with your child.
3. Sign the Use Agreement Form (Section D) and return that page to the school office.

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.

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 (desktops and laptops), iPads and other tablets, storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, 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 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.
Section A: Introduction

The measures to ensure the cybersafety of St Andrews Christian College outlined in this document are based on our core values.

The school’s computer network, Internet access facilities, computers, iPads and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrews Christian College, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use 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 use 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 use 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, iPads 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: Letter to parents

Dear parents / caregivers / guardians,

St Andrews Christian College aims to create and maintain an environment that is safe for young people. We want to ensure that this safe environment includes safety in the “cyberspace” accessed through computers and other Information Communication Technology (ICT) equipment. The provisions outlined in this document are based on our beliefs that:

- Information and Communication technologies (ICT) are vital tools for life and learning in our contemporary age and therefore it is important for young people to learn to use them efficiently, safely, and ethically.
- ICT has the potential to threaten the emotional and moral safety of our young people so we need to ensure that we train them to use the technology wisely.
- All that we do in the use of ICT should be consistent with our Christian values, particularly those relating to care for others, moral integrity, and sexual purity. We want our use of ICT to help our students to have the attitude of “do unto others as you would have them do unto you”, and to develop the healthy and thinking habits indicated in Philippians 4:8 - “whatever things are true, …noble, …just, …pure, …of good report, if there is any virtue, and if there is anything praiseworthy – meditate on these things”.
- All that we do in the use of ICT should be consistent with our professional obligations under legislation.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrews Christian College and to the effective operation of the school. But we recognise that we also need rigorous processes to maintain cybersafety with electronic equipment and safe use practices, which include ICT use agreements for all school staff and students.
Our ICT use agreement includes information about parent and student obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Specifically, the school will carry out the following processes and precautions to monitor and guard the cybersafety of our students:

- All students will be regularly instructed regarding the ethical use of ICT and wise practices in maintaining cybersafety.

- All students and their parents will be required to sign the school ICT use agreement before students will be permitted to use the school ICT equipment/devices. A copy of the ICT use agreement will be included in the student diary.

- 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. Therefore the school will not permit students to use the ICT equipment etc for what staff members regard as non-educational purposes. Students are bound by this policy whether the school’s ICT equipment is being used on or off the school site. It applies to privately owned ICT equipment that is being used at school.

- In order to guard the cybersafety of the students, the school may:
  - monitor traffic and material sent and received using the school’s ICT network;
  - use filtering and/or monitoring software to restrict access to internet sites, data, and email that contravene the school’s values and standards;
  - audit the school computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent forensic audit.
  - search the files of ICT equipment or electronic devices that students have brought to school if staff have reason to believe that material stored there may contravene college policy.

- Disciplinary sanctions will be applied to students who are found to be violating the ICT use agreement. Disciplinary sanctions may include confiscation of personal ICT equipment, withdrawal of ICT use privileges in the school, suspension, or expulsion.

We trust that parents will support these processes and reinforce with their children the values that we are working to maintain.

Tim Farmilo

Tim Farmilo
Deputy Principal
Section C: Rules for Junior School students

These rules will help us to stay safe when using ICT at school.

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see Section D) and the completed form has been returned to school.
2. I can only use the school computers and other ICT equipment for my schoolwork.
3. I can only use the computer and other ICT equipment with my teacher’s permission.
4. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
5. If there is something I’m not sure about I will ask my teacher.
6. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
7. I will not tell anyone or share my password.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will: Not show it to other students; Turn off the screen; Tell a teacher straight away.
9. I must not bring any unauthorised ICT equipment/devices to school. This includes things like iPads, iPods, laptops, electronic games (e.g. Nintendo DS) and software.
10. Use of my USB drive will be for school purposes only. This also applies to any use of a digital camera.
11. I will not bring media, games, unrelated pictures or software on my USB to school.
12. I will ask my teacher’s permission before I put any personal information online. Personal information includes: Name; Address; Email address; Phone numbers; Photos.
13. I will be careful and will look after all our school ICT equipment by:
   • Not playing with the cords and settings on the computer.
   • Following our school cybersafety rules.
   • Telling a teacher about anything that is wrong or damaged.
14. I will not upload to the Internet any images or video of other students captured while at school or on school excursions or camps.
15. I understand that if I break these rules the school may need to tell my parent(s).
Section D: Digital Technology Use Agreement Form

To the Parent/Legal Guardian/Caregiver, 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 the school office.

We understand that St Andrews Christian College 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 use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep a copy of this signed use 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 Digital Technology Use Agreement carefully.
- 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 Use Agreement and I am welcome to do this at any time.

Section for Student

Years 3 and 4 Only

I have read and understood my responsibilities and agree to abide by this Digital Technology Use Agreement. I know that if I breach this Use Agreement there may be serious consequences.

Name of Student:_________________________________________ Class:______________

Signature:______________________________________________ Date:______________

Section for Parent/Legal Guardian/Caregiver

Years Prep - 4

I have read the St Andrews Christian College Cybersafety Use Agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.

Name of Parent/Legal Guardian/Caregiver:________________________

Signature of Parent/Legal Guardian/Caregiver:______________________ Date:______________

Please note: If it becomes necessary to add/amend any information or rule, parents will be advised in writing. New ICT Use Agreements will be signed annually.