



## Redwood Park School - ICT Agreement for Years 3-7

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal 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. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. 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.
6. I will keep my password private.
7. 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.
8. While at school, I will: attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing. I will report any attempt to get around, or bypass security, monitoring and filtering that is in place at our school. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others, turn off the screen and get a teacher straight away.
9. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
10. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
11. The school cyber-safety strategies apply to any ICTs brought to school.
12. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
13. 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.
14. 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.
15. If I do not follow cyber-safety 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 personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

### CYBER-SAFETY USE AGREEMENT

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

Name of child: ..... (Years 5-7 students to sign): .....

Class Teacher: .....

Name of parent/caregiver/legal guardian: .....

Signature of parent/caregiver/legal guardian: ..... Date: .....

