



FAIR USE AND CYBER SAFETY AGREEMENT FOR PRIMARY STUDENTS

RATIONALE:

At St Joseph's Yarra Junction, we endeavour to use digital technologies (computers and other devices) to enhance our students' learning. Access to the Internet allows students to search and research through a vast library of resources and the ability to communicate and collaborate with students, teachers and the wider community to share knowledge and achievements.

Due to the risk associated with the use of the Internet it is the responsibility of the school to ensure that students use the internet in a safe, responsible and effective manner.

AIMS:

To develop in the children:

- An understanding of the Internet
- The ability to research using bookmarks, hyperlinks and URL's
- The ability to conduct simple searches using search engines and online databases
- An understanding of the acceptable use and etiquette of the Internet
- The ability to communicate, collaborate, share and publish work using the Internet

To give children:

- Fair, age appropriate access to the Internet
- Suitable skills to use the Internet effectively
- Guidelines to use the Internet safely

IMPLEMENTATION:

GUIDELINES FOR ACCESSING THE INTERNET

General:

- All Students are to sign an Acceptable Use Agreement adhering to rules and set procedures.
- Students must only access age and educationally appropriate sites and games
- If students find anything that they don't understand, upsets them, is inappropriate, or things they know are not acceptable at our school, they must:

1. Not show others
2. Turn the screen off or close the lid
3. Get a teacher straight away

- Students can only use the Internet at school when a teacher gives permission and an adult is present
- Students will not use the Internet, email, mobile phones or any other ICT equipment in a disrespectful, harmful or hurtful way.
- Student images are only to be used on computer presentations if parents have provided consent. Please contact Administration for consent forms.

Device Specific:

- Students are not to use a school device at play times unless supervision is present.
- Students are not to bring or use their own devices to school, and if they do, need permission from a parent and the device is kept in the Office.

Online / Search Specific:

- Students should not access chat rooms unless supervised by the classroom teacher
- Social media websites outside of teacher approved sites (such as Instagram, Facebook etc. which have age restrictions) are not to be accessed during school time or on a school device.
- Open ended searches (as opposed to supplied links via Google Classroom, blogs or teacher provided) utilising search engines (including image searches) such as Google or Bing are to be strictly monitored by teachers.
- Students should not use their full names when on the internet
- Students in Years F–6 should use only their own individual user names and passwords unless informed otherwise
- Students are responsible for keeping their passwords confidential. If they think their password has been discovered they should change it immediately and inform the schools network administrator. Students will be held responsible for the sites accessed or emails sent using their passwords and this can be tracked.
- If an inappropriate site is accidentally accessed the classroom teacher and school network administrator must be informed immediately so that access to a site can be blocked in future.
- If a serious Internet access breach occurs whether deliberate or accidental, the parents of the students involved will be informed of the situation and the appropriate action taken.

Google Apps for Education Specific:

- The school will provide a Google Apps for Education (**GAFE**) account for students from 1- 6.
- Personal Google Accounts or similar are not to be used at school by students.
- Google and The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
- Students should check with teachers before sending an email to an external email address emails outside of *sjyarrajunction.catholic.edu.au.

OUTCOMES OF INAPPROPRIATE INTERNET USAGE**Situations:**

Inappropriate usage includes:

-Accessing inappropriate sites - Inappropriate sites are those which may be violent, or contain offensive / adult language or pictures or are age restricted (such as general social networking sites like Facebook).

-Sending inappropriate emails / posting inappropriately on educational social media - Inappropriate emails are those which sent or received and contain offensive language or pictures. Inappropriate posting on social media that is prescribed by teachers (e.g. Edmodo or Google Classroom) is such that is offensive or damaging to another student.

Actions:

- The ICT Leader and technician will regularly check and follow up on any breaches of Internet policy. A record is kept of all breaches that are followed up and any action taken as a result of the breach
- If an inappropriate site is accidentally accessed, the student/s should inform their teacher immediately. The teacher will note the site and inform the ICT Leader who will arrange to block the site
- If an inappropriate site is deliberately accessed the following steps will be followed:
- A screen shot will be captured if possible and the screen will be turned off immediately.

Outcomes:

- **Reminder/Verbal Warning**
The teacher will speak to the student/s involved. The student/s will be reminded of what is deemed an inappropriate site and the consequences of deliberately accessing them. The students will also be educated about the dangers and affect of inappropriate Internet usage. At this point parents will be contacted and informed
- **Removal of Internet Access rights**
If a second incident of inappropriate access occurs the ICT Leader will inform the Principal, the teacher and the student. The student will be banned from Internet access for a period of time determined by the ICT Leader in consultation with the Principal and classroom teacher. The Parents of the students/s will be informed of the action taken. *Appendix 2
- If inappropriate communication is sent or posts made the schools Pastoral Care Discipline/Anti Bullying Policies will be followed.
- A screen shot will be captured if possible and the screen will be turned off immediately.
- Posts will be removed as soon as practical.
- If inappropriate emails are sent or posts made outside of school hours the following steps will be sequentially followed;
 1. The person who is informed will meet with the children involved to establish what happened and will implement the appropriate discipline policy.
 2. The parents of all parties will be informed of the reported behaviours.
 3. Parents will be requested to supervise the removal of posts of comments where possible.
 4. The school will support the children to restore any damage caused to the relationship.

NOTE: *If any digital device is damaged through careless or deliberate behaviour the parents will be informed and expected to make a reasonable financial contribution towards the replacement. This will be determined by the age of the device and carelessness displayed.*

APPENDIX 1

STUDENT GUIDELINES FOR REVIEW

St Joseph's Yarra Junction provides Internet and Email access to students and staff, as we believe in the educational value of this facility and its potential to support student learning.

We ask you to give your child/children permission to use the Internet and Email facilities provided at this school and to acknowledge that you have read and understood our Internet Access / Acceptable Use policy.

We also ask that you read and discuss this policy and the Acceptable Use with your children who attend this school and ask that they sign to show that they have understood their access rights and responsibilities.

YEAR F-6 USING OUR NETWORK – ACCEPTABLE USE POLICY

1. I will always use language and behaviour that I know is appropriate and respectful to others when using the school's technology and online learning spaces.
2. My password is important to me. I will try to remember my usernames and passwords and I will not use or share anyone else's username or password.
3. When accessing the internet I will only use websites or applications that the teacher has recommended.
4. Privacy is very important to me. I will not give out my personal information or information about another person such as name, address, email address or telephone numbers. I will always let the teacher know if someone is asking for these.
5. I will care for and respect our school's Information Communications Technology resources at all times. This includes walking when carrying, holding devices correctly and sharing appropriately.
6. My own Personal Mobile Devices (iPods, iPads) or Handheld Gaming Devices (Nintendo DS, PSP etc) will remain at home and not be brought to school unless written approval is given.
7. If I have been granted permission to bring a mobile phone to school, I will hand it in to administration every morning and collect it after school.
8. When using the Internet for communication, all replies and posts will relate to my learning and the learning of others.
9. My school email is to be used for school based activities only. I will not open any emails, attachments or links in an email from any one I do not know. I will not use any other email at school.
10. Social Networking sites (Facebook, Instagram etc.) are not to be accessed on school computers/mobile equipment, or on the school premises.

*****I understand that any breach of this code of practice will result in me losing the privilege of access to the School's Network, Email and World Wide Web. *****

APPENDIX 2
ST JOSEPH'S CYBERSAFETY AND ACCEPTABLE USE FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the class teacher**
4. **Keep the document for future reference.**

I understand that St Joseph's Yarra Junction 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 cyber safety 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 cyber safety issues.

My responsibilities include:

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

Please detach and return this section to school.

I have read this cyber safety and fair use agreement and I am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

Name of student:

Name of parent/caregiver/legal guardian:

Parent's signature: **Date:**

Student's signature: **Date:**

Please note: This agreement for your child will remain in force between each subsequent form being sent home.

APPENDIX 3
INAPPROPRIATE INTERNET ACCESS USE FORM

Date.....

Dear Mr/Mrs.....

Your child..... had his/her Internet Access rights revoked today for a period of..... due to their continued inappropriate use of the Internet.

Please discuss this matter with your child, and remind him/her of the guidelines for Internet use set out in the Internet Access Policy.

If you have any questions concerning this matter, please contact the teacher involved, or the Principal for an interview.

Please sign and have your child return this form tomorrow. P

Yours Sincerely,

Teacher.....

Principal.....

Parent's Signature.....