



## *Cybersafety at Rivermount*

Information and Communication Technology (ICT) at Rivermount College is an integral part of teaching and learning. Individuals are personally responsible for their actions and interactions when using school facilities and are expected to use them in an ethical, lawful, effective, and considerate manner. While confidentiality and privacy is respected, all student activity can be monitored to maintain system integrity and to ensure the systems are being used responsibly.

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask you to read the documents and return the signed ***Cyber-Safety and Ethical Use of ICT Agreement*** to the College.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at the Rivermount College, 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 Rivermount College is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement includes information about student's obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

Part of your child's curriculum is to responsibly and ethically examine online learning tools, sites and opportunities. This may include reducing or 'turning off' for nominated periods of time or for targeted websites.

Publishing online now makes it extremely easy for children and young people to instantly post all kinds of information and we know that it is important for them to learn about the benefits and dangers of 'being online', both at home and at school.

***A Cyber-Safety and Ethical Use of ICT Agreement Form*** is attached to this document and once the signed consent form has been returned to school, students will be able to use the school ICT equipment and access the internet.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by the College to prevent students' exposure to inappropriate content when using the College network, it is not possible to completely eliminate the risk of such exposure. In particular, Rivermount College cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. **Rivermount College 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>.

## 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, web-pages 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.

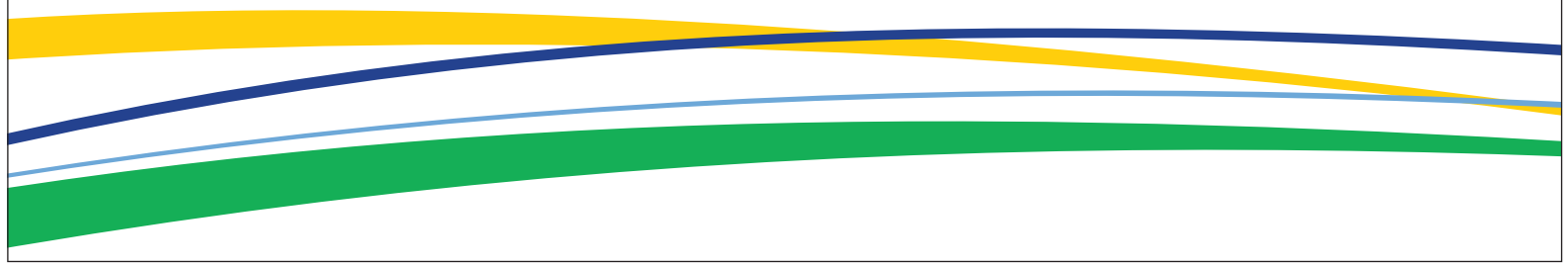
**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'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 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 the following strategies to help them stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment or services until my parents/caregivers and I have signed my Cyber-Safety and Ethical Use of ICT Agreement Form and the completed form has been returned to school.
2. I will log on only with my own personal user name. I will not allow anyone else to use my username or password.
3. While at school or a school related activity, I will inform a member of staff of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
4. I will report to parents/caregivers/legal guardians and teachers any responses or inappropriate words or actions from people outside the class and the school network immediately. I WILL NOT RESPOND TO THESE POSTS.
5. I agree never to arrange to meet anyone in person that I have communicated with online and to alert a trusted adult about anyone requesting me to meet them in person.
6. I will use the Internet, e-mail, mobile phones or any ICT equipment or services 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.
7. I will use my mobile phone/s or other personal ICT equipment/devices only at times agreed to by the school during the school day.
8. I will use all ICT devices/systems for curriculum related learning activities only at all times.



9. 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 that
  - I become aware of immediately.
10. If I accidentally access inappropriate material I will not show others or further distribute the material and report the incident to a member of staff immediately.
11. I will not download, install or copy files such as music, videos, games, images or programs without the permission of the owner of the original material or that may be in breach of copyright. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games, images and programs.
12. I understand that I am responsible for everything that I or a group of which I am a member of produce electronically. I recognise that responses to forums or emails may be seen by a global audience. In partnership with teachers I will proofread all responses before posting them.
13. Anything I produce must be my own original work or I must appropriately acknowledge the source in accordance with the Copyright Act 1968. I will proofread all work before it is published.
14. I will respect the opinions of others and use only school appropriate language when responding to others online or in email.
15. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school for a school related activity, also is covered by the Cyber-Safety and Ethical Use of ICT Agreement. Any images, software or material on such equipment/devices must be appropriate to the school environment.
16. I understand no technical support is provided by the Rivermount College for personal devices. Any ICT equipment/devices used at the Rivermount College must have a suitable antivirus/malware product installed and definitions kept up to date by the owner of the device. Insurance for personal property is the responsibility of the individual.
17. I will not connect any personally owned ICT device to school's wired ICT network, or run any unauthorised, inappropriate or potentially illegal software (eg from a USB/portable drive, camera or phone). This includes all devices with wireless/Bluetooth technologies. The school provides a wireless network for connection of personally owned ICT devices.
18. I will ask for a staff member's advice before I provide any personal information online or by email. Personal identifying information includes:
  - my full name, my address or phone number/s
  - my e-mail address
  - photos of me and/or people close to me.
19. 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
  - logging off any computer I use or immediately logging off any computer found left logged on
  - 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 ICT
  - reporting any breakages/damage to a staff member promptly
  - using 'print preview' and editing work on screen to minimise waste of paper and other consumable resources
20. I am aware 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.
21. I am aware 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.
22. 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 personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

## Explaining Cybersafety to younger students

1. When I am using the computer or any electronic equipment, I will do the task I am meant to be doing.
2. I will only use the Internet at school when a teacher gives permission and an adult is present.
3. I will work co-operatively when I am using the computer.
4. I will not touch the keyboard or mouse if someone else is using the computer.
5. I will take care of the school's computers and software.
6. I will follow the teacher's instructions while using the computer or any electronic equipment.
7. I will log off the computer when I have finished my work.
8. I will shut down the computer if I am the last user of the day.
9. If I have a password I will keep it to myself, and not seek the passwords of others.
10. I will not give out
  - my name,
  - phone number,
  - address,
  - name of school,
  - photographs
  - or other details about myself to others without checking with my teacher first.
11. I will not log on to another person's account or let someone else log on to mine.
12. I will only work on my own work and store work in my folder/file.
13. I will make sure I understand any message on the computer screen before I tell the computer what to do next.
14. I will not use the school computers to be mean, rude or unkind about other people.
15. If I find anything that upsets me, is mean or rude, or things I know the school would not like, I will:
  - not show others
  - Click on the 'Hector Safety Button' or turn off the screen and
  - Get a teacher straight away
16. I will be responsible for leaving the laboratory tidy and ready for the next class.
17. I will only use work from the internet if I have asked the teacher.
18. I will be careful and will look after all our school ICT equipment by:
  - Not being silly and playing around with it
  - Following our school cybersafety strategies
  - Telling a teacher about anything wrong or damaged.
  - I understand that if I break these rules the school may need to tell my parent(s).

**NOTE: Students who choose not to follow these strategies and obligations may have their computer access privileges revoked and are subject to the school's behaviour management policy and process.**

### PARENT / STUDENT USER AGREEMENT

**I have read this user agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

Name of student: \_\_\_\_\_ Student's signature \_\_\_\_\_

**I have discussed the above strategies with my child and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

Name of parent/caregiver/legal guardian: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at Rivermount College. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**