



# RIVERMOUNT COLLEGE

## CYBERSAFETY AND ACCEPTABLE ICT USE

Information and Communication Technology (ICT) is an integral part of teaching and learning at Rivermount College. Throughout their schooling, students may utilise ICT for tasks associated with research, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. As such, the College provides access to its ICT network, services, facilities and devices to support contemporary learning and equip students for the digital age.

Students and parents should understand the responsibility and behaviour requirements that come with ICT access. Students are taught to be safe and responsible users of digital technologies and are required to act in accordance with the Student Code of Behaviour and the strategies outlined in this Agreement. Parents/caregivers also play a critical role in developing knowledge and understanding around being cybersafe and we invite you to discuss with your child the terms of use detailed below.

Students and their parents should also be aware these principles:

- *Responsible Use* - Individuals are personally responsible for their actions and interactions and are expected to demonstrate safe, lawful and ethical behaviour.
- *Educational Purposes* - College ICT is to be used for educational purposes only, whether accessed at school, home or elsewhere.
- *Back-up of Information* - The College is not responsible for safeguarding information saved or stored by students on College-owned devices.
- *Monitoring* - 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.
- *Access and Filtering* - Students must log in and use the College wireless network during the school day. Disconnecting from the College network or using another hotspot/VPN is considered a breach of the Agreement and may result in the revocation of ICT privileges. The College utilises filters to block inappropriate content though we acknowledge that full protection cannot be guaranteed. Parents/guardians are responsible for appropriate internet use by students outside the school environment and highly recommends the use of appropriate filtering software. In the classroom, teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.
- *Restricting Access* - Students who use the College's ICT services, facilities and devices inappropriately may be subject to disciplinary action, which could include restricting access.

### Further Support for Parents and Caregivers

Information about the safe and responsible use of digital technologies is available from the following sources:

- eSafety Commissioner, <http://www.esafety.gov.au>
- Kids Helpline, <http://www.kidshelp.com.au>
- Bullying No Way, <http://www.bullyingnoway.com.au>

### Important Terms

- **'Cybersafety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- **'Cyber bullying'** is bullying which uses ICT 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.
- **'ICT'** refers to the College or Kindergarten computer network, internet access facilities, computers, and other ICT equipment/devices as outlined below.
- **'ICT equipment/devices'** includes computers and all types of mobile and smart devices including phones, laptops, tablets, watches, cameras and video recorders, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the College.
- **'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 an educational environment.
- **'Cybercrime'** 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.

## ACCEPTABLE USE AGREEMENT - STRATEGIES TO HELP KEEP STUDENTS CYBERSAFE

1. I will only log on with my own personal user name and then log off immediately after use. I will not allow anyone else to use my username or password.
2. I will only use the College ICT network, equipment or devices for school-related learning activities.
3. I will use the Internet, e-mail, mobile phone/s 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.
4. I will talk to a teacher or a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
5. If I receive any inappropriate emails or messages at school I will tell my teacher. If I receive any at home I will tell my parents/guardians. I WILL NOT RESPOND TO OR FORWARD THESE.
6. I will ask a parent/guardian or teacher'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.
7. I will only access, attempt to access, download, save and distribute age appropriate and relevant material and will abide by the terms and conditions for any digital product including age restrictions and parental consent requirements.
8. I agree never to arrange to meet anyone in person that I have met online and to alert a trusted adult about anyone requesting me to meet in person.
9. I will only take or share photos and sound or video recordings as part of an approved lesson when those being recorded have given their consent
10. I will not share or post the link to a school video conferencing meeting in public communications or social media forums.
11. 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. 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 without the permission of the original owner of the material.
12. I will think carefully about all content I upload or post online knowing that this can influence what people think of me. I understand that I am responsible for everything that I, or a group of which I am a member of, produce electronically.
13. I will use my mobile phone or other personal ICT equipment/devices only at times agreed to by the College during the school day. Use of personal devices at school is covered by this Acceptable Use Agreement and any images, software or material on the device must be appropriate to the school environment.
14. I will not connect any unauthorised device to the College's wired or wireless ICT network to use inappropriate or potentially illegal software (e.g. operating systems / software used for illegal activities such as data collection, reverse engineering, penetration testing or hacking).
15. I will respect all College ICT equipment/devices and will treat these with care. This includes:
  - a. reporting any breakages/damage to a staff member promptly
  - b. not intentionally disrupting the smooth running of any the College's ICT systems
  - c. not attempting to gain unauthorised access to network systems or the data of another user and reporting any attempt to do so
  - d. not disconnecting from the College network or using another hotspot/VPN during the school day
  - e. using 'print preview' and editing work on screen to minimise waste of paper and other consumable resources.

### Breaches of Acceptable Use

If I do not follow cybersafe practices, the College may inform my parents/caregivers. In serious cases, the College may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or cybercrime is suspected, it may be necessary for the College 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 or address
  - name of school
  - photographs
  - other details about myself 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 cybersafe strategies
  - Telling a teacher about anything wrong or damaged.

I understand that if I break these rules the College may need to tell my parent(s).

## PARENT / STUDENT USER AGREEMENT

### Student

- I have read this user agreement and I am aware of the College's initiatives to maintain a cybersafe learning environment, including my responsibilities as a student.
- I will not use school ICT equipment or services until my parents/caregivers and I have signed my *Cybersafety and Acceptable Use of ICT Agreement* and the completed form has been returned to the College.
- I understand that if I choose not to follow these strategies, the College may revoke my computer access privileges and I may be subject to the College's behaviour management policy and process.

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

### Parent

- I have discussed the above strategies with my child and I am aware of the College's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.
- I am aware that students who do not comply with their obligations may have their computer access privileges revoked and are subject to the College's behaviour management policy and process.

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.