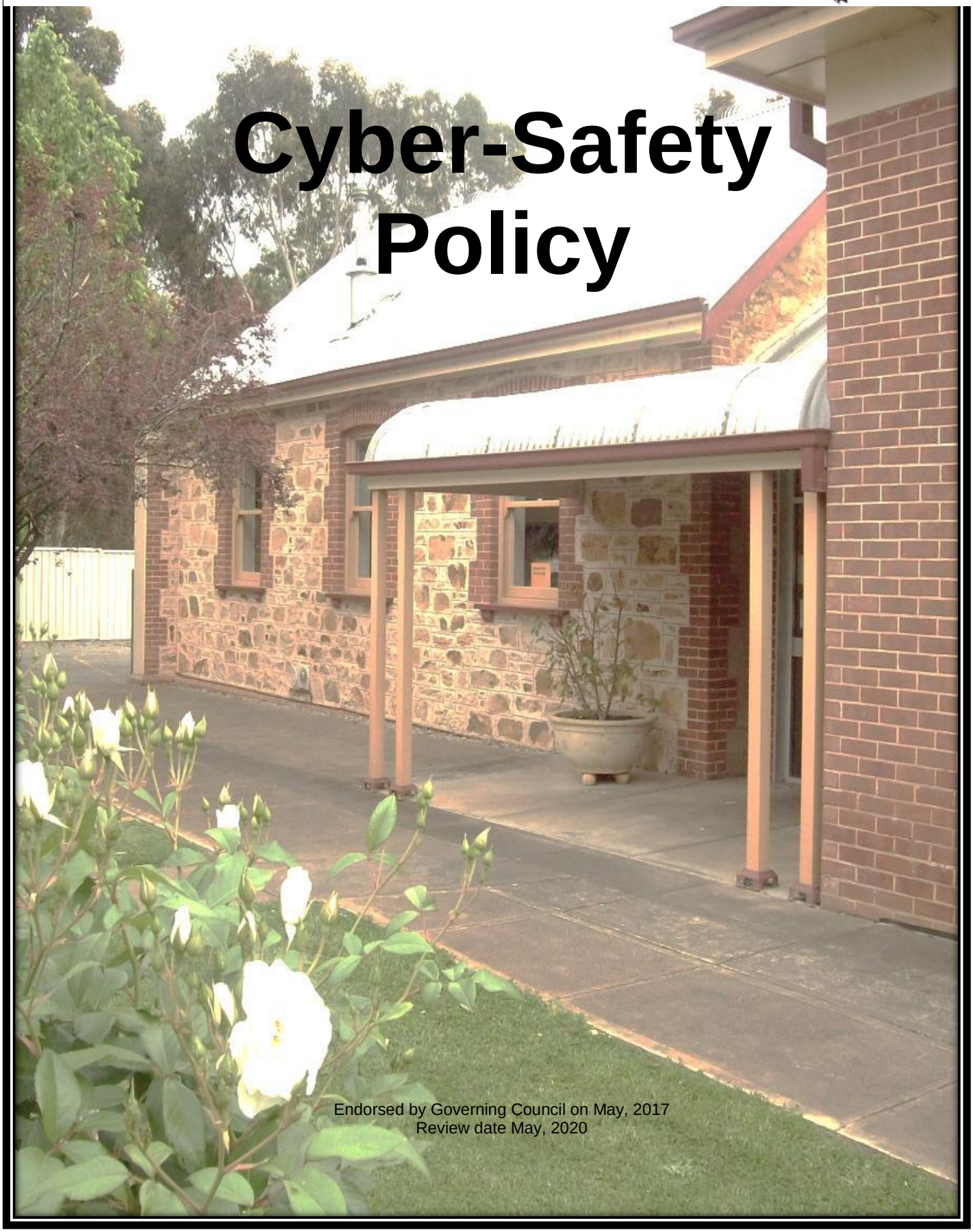
KANGARILLA PRIMARY SCHOOL



Cyber-Safety Policy

Endorsed by Governing Council on May, 2017
Review date May, 2020

Overview

Measures to ensure the cyber-safety of Kangarilla Primary School are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), all parents/caregivers are asked to read this document and sign a Use Agreement Form.

Use Agreement and Practices

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and students who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum also includes information about remaining safe when using new technologies and is provided to all students.

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

All students will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Monitoring and Filtering

Material sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECD administrators to prevent exposure of children to inappropriate content when using departmental online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by a child from home, from other locations away from school or on mobile devices owned by a child. DECD recommends the use of appropriate Internet filtering software on all devices.

More information about Internet filtering can be found on the following websites:

- Australian Communications and Media Authority
  http://www.acma.gov.au

- NetAlert
  http://www.netalert.gov.au

- Kids Helpline
  http://www.kidshelp.com.au

- Bullying No Way
  http://www.bullyingnoway.com.au

Further Information

For further information and/or to discuss any concerns or queries regarding cyber-safety or using the Internet and ICT equipment/devices, please contact the Principal.

Strategies to keep Kangarilla Primary School Cyber-safe

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 Kangarilla Primary School invites all parents/caregivers to discuss with their child the following strategies to help stay safe when using ICT at school and after formal school hours.

1. Not using school ICT equipment until the Use Agreement Form has been completed and returned to school.
2. Only using the computers and other ICT equipment for learning.
3. Only going online or using the Internet at school when a teacher gives permission and an adult is present.
4. Always asking a teacher first if unsure whether allowed to do something involving ICT.
5. Only using their own username and not allowing anyone else to use that user name.
6. Keeping all passwords private.
7. .Only using the Internet, e-mail, mobile phones or any ICT equipment for positive purposes. Not being mean, rude or offensive, or to bullying, harassing, or in any way harming anyone else, or the school itself, even if it is meant as a joke.
8. While at school:
    - attempting to search for things online that are known to be acceptable at school. This excludes anything that is rude or violent or uses unacceptable language such as swearing, and
    - reporting any attempt to get around, or bypass, security, monitoring and filtering that is in place at the school.
9. Following these steps if anything is found that is upsetting, is mean or rude, or that is known to be unacceptable at school:
    - not showing or sharing with others,
    - turning off the screen, and
    - getting a teacher straight away.

10. Only bringing ICT equipment/devices to school with written permission from home and the school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only connecting an ICT device to school ICT technologies, or running software (e.g. USB/portable drive, camera or phone) with written permission from the teacher. This includes all wireless/Bluetooth technologies.
12. Only using charging devices that have been electrically tested and certified by the school.
13. Complying with the school cyber-safety strategies for any ICTs brought to school.
14. Only downloading or copying files such as music, videos, games or programs with the permission of a teacher or owner of the original material to ensure compliance with copyright laws.
15. Always asking a teacher's permission before putting personal information online, which includes any of the following:
    - full name
    - address
    - e-mail address
    - phone numbers
    - photos
16. Respecting and treating all school lCT equipment/devices with care, including:
    - 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 teacher straight away

Breaches

If students do not follow cyber-safety practices, the school may inform parents/caregivers, and in serious cases, may take disciplinary action against the student(s). Families may also be charged for any damage or repair costs where applicable.

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 personal items securely for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Responsibilities

Kangarilla Primary School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities,
- work 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 a connected online world,
- respond to any breaches in an appropriate manner,
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

Parents/Caregivers will:

- discuss information about cyber-safety with their child and explain why it is important,
- support the school's cyber-safety program by emphasising to their child the need to follow cyber-safety strategies and sign the Cyber safety Use Agreement,
- contact the principal or a teacher to discuss any questions or concerns they may have about cyber-safety and/or the Cyber safety Use Agreement.

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 technology - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School ICT' refers to the school'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 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.