

SECTION C

PATOKA SCHOOL CYBERSAFETY USER AGREEMENT

To the parent/caregiver/legal guardian, please:

1. Read this page carefully, to check you understand your responsibilities under this agreement
2. Keep the document for future reference

I understand that Patoka School 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 cybersafety 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 cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this user agreement and I am welcome to do this at any time.

Patoka School Enrolment Information

Contents

1. Bus Code of Conduct Agreement
2. Cybersafety User Agreement

Patoka School Bus Code of Conduct

The caregiver and the student should ensure they have read and understand this document, which is to be adhered to for the safety of the bus driver and all students travelling on the school bus.

The student agrees to abide by the behavioural expectations outlined below:

- When travelling on the school bus I will follow the school rules.
- When I am a seated passenger, I will remain in my seat for the whole journey.
- If I am a standing passenger, I will stand quietly.
- I will respect other students and their property at all times.
- I will use socially acceptable language when conversing with the driver and/or other students and I will speak quietly - at a volume that will not distract the driver.
- I will respect the property of the bus operator at all times
- I will observe the requirements and instructions of the bus driver, bus monitors and the teacher's responsible for bus duty at all times.

The safety and comfort of everyone on the bus depends on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT IS BROKEN:

- The student will be allocated a seat on the bus for a set period.
- If no improvement is evident after the set period, the time may be extended and / or an interview will be arranged between the student, caregiver(s), and school.
- If there is still no improvement, the privilege to travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to get the student to school.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately.

Cybersafety User Agreement

FOR PATOKA SCHOOL STUDENTS

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Junior Primary Students

Section C: Cybersafety User Agreement Form.

Instructions for parents/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Please keep sections A and B for future reference.

* The term 'parent' used throughout this document also refers to caregivers and legal guardians.

Important terms used in this document:

1. The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
2. 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
3. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
4. The term 'ICT equipment/devices' used in this document, includes but is not limited to, 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, digital, 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 as they come into use
5. 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

SECTION A.

INTRODUCTION

The measures to ensure the cybersafety of PATOKA SCHOOL outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at PATOKA SCHOOL, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety user agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your

obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which 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/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

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 email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B

RULES TO HELP KEEP PATOKA SCHOOL STUDENTS CYBERSAFE

These rules will help us to stay safe when using ICT at school

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:

- Not show others
- Minimise the screen and
- Get a teacher straight away

8. I will not bring mobile phones to school.
9. I will not load any software onto the computers without the principal permission.
10. I will ask my teacher's permission before I put any personal information online.

Personal information includes:

- Name
- Address
- Email address
- Phone numbers
- Photos.

10. 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 rules
 - Telling a teacher about anything wrong or damaged.
11. I understand that if I break these rules the school may need to tell my parent(s).