



## CYBER-SAFETY & ETHICAL USE OF ICT AT THE AUSTRALIAN SCIENCE & MATHEMATICS SCHOOL

Dear Parent/Caregiver,

Information and Communication Technology (ICT) at the Australian Science & Mathematics School (ASMS) is an integral part of teaching and learning. Individuals are personally responsible for their actions and interactions when using school facilities (at ASMS and in all other areas of the Flinders University), 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 school.

The school network, Internet access, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at the ASMS, 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.

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 the centrally managed Internet filtering provided by the Department for Education to our school. Students will be learning about Internet safety, digital reputation and cyber-bullying as part of their ongoing use of information technology. They will also discuss what is appropriate and what is not appropriate for online communication. Your child's work will be monitored closely by staff to ensure safety and privacy is protected. As you may be aware, there are associated risks with such activity and in making changes to the Internet filtering services. We have the following strategies and obligations for your child to follow to minimise, as much as possible, such risks.

We will be looking at building classroom community utilising technology for collaboration and communication and developing students' literacy skills as independent writers. 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.

The ASMS currently offers Office 365 and G Suite by Google Cloud services for use by all students. These services will support them to successfully complete their educational program and prepare them with the skills they will need for future study or employment.

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.

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 these expectations with your child to help them stay safe when using ICT.

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. Where a student is suspected of an E-crime, this will be reported to the South Australian 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 the school, Flinders University and the Department for Education administrators to prevent students exposure to inappropriate content when using the Department for Education and Flinders University online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department for Education cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department for Education recommends the use of appropriate Internet filtering software.

More information about Internet filtering and cyber safety can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, Office of the eSafety Commissioner <https://www.esafety.gov.au> and the Kids Helpline at <http://www.kidshelp.com.au>.

Please contact the school's principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

## **STRATEGIES TO HELP KEEP ASMS STUDENTS CYBER-SAFE – KEEP FOR YOUR RECORDS**

The goal of the ASMS is to create and maintain a cyber-safety culture that is in keeping with our values and with our legislative obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

As a student at the ASMS I agree to the following expectations:

- 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 disclose or 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 breach of my privacy, bullying, harassment or access to inappropriate or offensive material).
- 4.** I will report to parents/caregivers/legal guardians and teachers any responses or inappropriate words or actions from people within or outside the class and the school network immediately. I will not respond to these posts.
- 5.** I will not 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 during the school day agreed to by the school and in a way that is not offensive, will not disrupt others learning or breach their privacy or safety.
- 8.** I will use all ICT devices/systems, including those provided by Flinders University and privately owned ICT equipment/devices when used at the school, only for curriculum related learning activities at all times.
- 9.** While at school, I will access, attempt to access, download, save and distribute only age appropriate and relevant material. I will report any attempt by myself or others to bypass security, monitoring and filtering that is in place at school that I become aware of immediately.
- 10.** If I accidentally access inappropriate or offensive material I will not show others or further distribute any material. I will report the incident to a member of staff immediately.
- 11.** I will not download, install or copy 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 I am responsible for the information I choose to store on any ASMS or the Department for Education provided service or store/share from cloud based services, such as G-Suite and Office 365 which in some cases could include external users. Any important information should be backed up in the event the service is unavailable or the information is lost. Cloud based services are only to be used in relation to your child's study and delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.
- 13.** 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 anything posted or emailed may be seen by a global audience. In partnership with teachers I will proofread any content before posting it.
- 14.** 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 take all reasonable steps to verify the source of content I use and proofread all work before it is published.
- 15.** I will respect the opinions of others and use only school appropriate language when responding to others online or in email.
- 16.** My privately owned ICT equipment/devices, such as a laptop, tablet, mobile phone, portable hard 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.
- 17.** I understand no technical support is provided by the ASMS for personal devices. Any ICT equipment/devices used at the ASMS 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. All electrical equipment used at ASMS must comply with the ASMS Workplace Health and Safety policies and procedures. This includes annual testing and tagging of all electrical equipment.

18. I will not connect any personally owned ICT device to school's wired ICT network, or run any unauthorised, inappropriate or potentially illegal software including torrent clients or file sharing software on any school owned or personally owned device I bring to school. The school provides a wireless network for connection of personally owned ICT devices.
19. I will ask for a staff members or parents 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 or other members of the school community.
20. 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 or attempting to gain unauthorised access to any system
  - logging off any computer I use before leaving the area or immediately logging off any computer found left logged on if it is left unattended and the user has left the area
  - following all school cyber-safety strategies, and not joining in if others choose to be irresponsible with ICT
  - reporting any breakages/damage to a staff member promptly and not attempt to resolve the issue myself.
21. I am aware the school may monitor all internet traffic and material sent and received using the school's ICT network from school owned or personal devices including all ASMS email addresses and school provided cloud based services including G-Suite and Office 365. The school may use filtering and/or monitoring software to inspect secure communications and restrict access to certain sites and data, including e-mail.
22. I am aware Information created or uploaded by you into an ASMS or the Department for Education provided cloud based service will be stored in the service providers data centres. This may include text, images, photographs, sound and multimedia (e.g. videos). Microsoft or Google does not access, use, track or collect information or data about the student, other than to deliver the Office 365 service on behalf of the ASMS and the Department for Education. In doing so, some system generated data is logged, such as who accessed the services and when.
23. I am aware processes are in place to allow authorised ASMS and the Department for Education staff to access information and data the student has created or uploaded to ASMS or the Department for Education provided cloud based services where required. Microsoft or Google will only disclose information and data at the direction of the ASMS or the Department for Education or if required to do so by law.
24. I am aware the school may monitor and audit its computer network, Internet services, 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 school e-mail accounts.
25. I understand that once the leavers process has been completed my account on any ASMS provided service, including cloud based services will be removed and I am responsible to ensure I have a copy of any information I wish to keep before this time.
26. 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.

NOTE: Students who choose not to follow these strategies and obligations may have their computer access privileges revoked and are subject to disciplinary action by the school.

**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, webpages or SMS (text messaging) - with the intention of harming another person.

**'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.

## CYBER-SAFETY AND ETHICAL USE OF ICT AGREEMENT – SIGN & RETURN TO THE SCHOOL

To the parent/caregiver/legal guardian:

- Please read this page carefully to check that you understand your responsibilities under this agreement.
- Return the signed Use Agreement to the school.

I understand that the ASMS 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; and enforcing the cyber-safety requirements detailed in the Use Agreements
- respond to any breaches in an appropriate manner to be determined by the Principal
- provide members of the school community with cyber-safety education designed to complement and support the Use Agreement initiative
- welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues

I agree for my child to be part of authoring online through such media as online communities. I believe I have sufficient understanding and knowledge that there are some risks associated with this activity, including the reducing or 'turning off' of the centrally managed Internet filtering provided by the Department for Education to targeted authoring websites. I note the strategies and moderation/monitoring measures undertaken by both the child and staff while my child is undertaking this learning activity. I will notify the school if I decide to withdraw this consent.

For the Student, my responsibilities include:

- reading this Cyber-Safety and Ethical Use of ICT Agreement carefully
- following the cyber-safety strategies and instructions whenever I use the school's ICTs
- following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- keeping this document somewhere safe so I can refer to it in the future
- asking my Learning Studies Teacher if I am not sure about anything to do with this agreement.

### CYBER-SAFETY AND ETHICAL USE OF ICT AGREEMENT

We have read and understood this Cyber-safety Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of student \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

For the Parent/Caregiver/Legal Guardian: My responsibilities include

- reading this Cyber-safety Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a cyber-safe environment
- ensuring this Use Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies and instructions
- contacting the school if there is any aspect of this Use Agreement I would like to discuss.

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

Signature of parent/caregiver/legal guardian \_\_\_\_\_ Date \_\_\_\_\_

Please note: This agreement will remain in force as long as your child is enrolled at this school.  
If it becomes necessary to add/amend any information or rule, you will be advised in writing.

**PLEASE RETURN THIS AGREEMENT TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**