

TRENTHAM SCHOOL STATEMENT OF INTENT

CYBERSAFETY

Reviewed by Staff – August 2017

Reviewed by Board – August 2017

Ratified by BOT – August 2017

Next review date – July 2020

PURPOSES

1. To allow the Internet to be used as a tool to support, enhance and promote students' learning across the curriculum.
2. To maintain a cyber safe school environment and also address the needs of students and other members of the school community.
3. To educate students, staff and community about the safe and responsible use of present and developing information and communication technologies.

GUIDELINES

1. All students, including new students to the class, must sign a Cybersafety Agreement, which is kept in student learning files and recorded on eTap, before being permitted to access the Internet via the school's network. Staff must also sign an agreement before accessing the internet on a school device. From Year 4 onwards the Cybersafety Agreement is to be re-signed each year by the student and parent.
2. Use of Internet by students will be supervised at school by a staff member.
3. The school wide ICT Leader must be notified when inappropriate information has been accessed, whether deliberately or inadvertently. He/she will look at what has been visited and be responsible for taking the appropriate action to ensure that this material is deleted from the school system and that access to the web-site is blocked.
4. Any person who contravenes the terms of the Cybersafety Agreement will have their access rights removed either temporarily or permanently. They may be subject to disciplinary procedures. In the case of students their parents/caregivers will be contacted by the school. In the case of staff, as outlined in the School's Complaints/Discipline S.O.I.
5. Students will not share personal contact information about themselves or other people.
6. Students will promptly disclose to a staff member any inappropriate message or information they receive. Staff will promptly disclose to the school wide ICT Leader any inappropriate message or information they receive.
7. Students' images or work published online are subject to the guidelines contained in the Publication of Student Images and Work Statement of Intent.
8. ICT will be integrated across the curriculum where appropriate. Cybersafety education will be provided, where relevant, through teaching programmes. This will include making decisions about which website to visit, to limit (or not provide) personal information, and how to make published work 'private' (secure).
9. Relevant education about cybersafety for the school community will be regularly updated and informed.

TRENTHAM SCHOOL

STUDENT CYBERSAFETY AGREEMENT

Terms

1. I understand that I can only use the computers, other school ICT equipment and personal BYOD devices for my schoolwork.
2. I understand that if I deliberately cause damage to School devices, my family may be responsible for the cost of repairs or replacement.
3. I will only go on the Internet while I am supervised by a staff member and only access websites that have been approved by the School.
4. If I find anything that is not suitable or which worries me, I will not show it to other students but will tell a member of staff or my family about it as soon as possible.
5. I will not download or install any software or apps onto a School device.
6. I will not copy any software nor will I present any information I find on the Internet as my own work.
7. I will not post personal contact information about myself or other people at school or at home, i.e: addresses, phone numbers, full names.
8. I will not use the Internet, email, or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself.
9. I will only use my username and password and will not tell anyone else.

Student Statement

1. I have talked to my parent or caregiver about this agreement and understand what it means.
2. I understand that if I do not keep to this agreement I will lose my right to access the Internet at school, my parent or caregiver will be told, and there may be an appropriate consequence.

Signed

Date

Parent/Caregiver Statement

1. I have talked to my child about this agreement and the student statement, and they understand what it means.
2. I give permission for my child to use the Internet under adult supervision.

Signed

Date

TRENTHAM SCHOOL

STAFF CYBERSAFETY AGREEMENT

Terms

1. I have read and understand the Trentham School Cybersafety Statement of Intent.
2. I understand that the School's devices are to help me with teaching and learning and I will look after them.
3. I will only go to appropriate websites on school devices.
4. If I find anything that is not suitable or which worries me, I will not show it to other staff members but will inform the school wide ICT Leader immediately.
5. I will only download or install appropriate software or apps onto a school device.
6. I will not use the Internet, email, or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself.
7. I understand that if I do not keep to this agreement I may lose my right to access the Internet at school.

Signed

Date

Full name