



ONLINE SAFETY GUIDELINES

Preamble: These guidelines are in accord with the **Online Safety Policy** approved by the School Board on **10 May 2021**.

Guidelines: **Students will be expected to adhere to the following:**
[ICT refers to Information and Communication Technologies]

1. As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.
2. I cannot use school ICT equipment until my parent(s)/caregivers and I have signed my User Agreement form (below) and the completed form has been returned to school.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user account, I will log on only with that user account. I will not allow anyone else to use my user account.
5. I will not tell anyone else my password.
6. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be cruel, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
7. While at school, I will not:
 - 7.1 Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
 - 7.2 Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - 8.1 Not show others
 - 8.2 Turn off the screen or minimise the window and
 - 8.3 Get a teacher straight away.
9. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.
10. I must have my Use Agreement Form signed before I bring any ICT equipment/devices from home. This includes things like mobile phones, iPads, cameras, and USB drives.
11. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
12. The school online safety rules apply to any ICT equipment/devices (such as laptop, tablet, mobile phone, USB drives) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

13. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved. Personal Information includes: Name, Street Address, Email address, Phone numbers and Photos.
14. I will respect all school ICT systems in use and will treat all ICT equipment/devices with care. This includes:
 - 14.1 Not intentionally disrupting the smooth running of any school ICT systems;
 - 14.2 Not attempting to hack or gain unauthorised access to any system;
 - 14.3 Following all school online safety rules, and not joining in if other students choose to be irresponsible with ICT; and
 - 14.4 Reporting any breakages/damage to a staff member.
15. I understand that if I break these rules, the school may need to inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.
16. Action for consequences in breaching my Online Safety Use Agreement could include being blocked, or having restricted access to the school network for a specified time, and could include stand down or suspension depending upon the seriousness of the infringement.

Review: 2024
These Guidelines will be reviewed in accord with the review of the Online Safety Policy.

The Online Safety Use Agreement Form follows.

This Use Agreement is based on the NetSafe Kit Student User Agreement for Upper Primary Students Template: © NetSafe – The Internet Safety Group Incorporated – The Netsafe Kit 2021



ONLINE SAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. Detach and return this form to the school office.
4. Keep the document for future reference.

I understand that Cambridge Middle School will:

- Do its best to enhance learning through the safe use of technology. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or 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 online safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in the online environment.
- Keep a copy of this signed Use Agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents/caregivers or students about online safety issues.

My responsibilities include:

- I will read this Online Safety Use Agreement document.
- I will discuss the information with my child and explain why it is important to make appropriate choices.
- I will return the signed agreement to the school.
- I will support the school's online safety programme by encouraging my child to follow the online safety rules, and to always ask the teacher if they are unsure about any use of technology.
- I will contact the principal or school online manager to discuss any questions I might have about online safety and/or this Use Agreement and I am welcome to do this at any time.
- I will advise my child to treat all devices with respect and care, regardless of ownership.

Please complete and upload when completing our online Enrolment Form.

I give permission for images of my child to be published on the school website, our school Facebook page and class apps. The purpose of the publishing is to celebrate student work and communicate with our school community. Please tick **YES** **NO**

I have read the ONLINE SAFETY USE AGREEMENT and I am aware of the school's initiatives to maintain a safe online learning environment, including both mine and my child's responsibilities particularly around the choices we make.

Student Name:

Student please
tick here:

Parent/Caregiver
Name:

Parent/Caregiver
please tick here:

Date:

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