



DIGITAL DEVICES AND CYBER SAFETY POLICY AND USER AGREEMENT

RATIONALE

Linden Park Primary School is committed to providing an environment that is free from unnecessary distraction, disruption and harassment. Digital devices are important communication and learning tools, however, they can be improperly used, lost, stolen or damaged and must therefore be effectively managed in the school environment. The use of ICT equipment and digital devices at Linden Park Primary School comes with responsibilities. Access is provided to promote educational excellence through facilitating resource sharing and communication with people around the world.

VALUES

Respect: In our school, we show respect for people, their rights, beliefs, ideas and property.

Responsibility: In our school, we each take responsibility for our actions.

Creativity: In our school we learn to be optimistic, imaginative and inventive.

Diversity: In our school, we foster an understanding and appreciation of difference and individuality within our community.

GUIDING PRINCIPLES

Students, staff, parents, visitors and contractors use digital devices (ie phones, games, music players, Chromebooks, iPads etc) for a variety of purposes including safety, business, entertainment and general communication.

Linden Park Primary School requires that students store their mobile phone or digital device responsibly and powered off during school hours, and only use them when they are off site.

RESPONSIBILITIES

Students

- Students remain responsible for all their personal effects while at school. When students enter the school grounds personal devices must be powered off. The school takes no responsibility for the safety of personal digital devices.
- Urgent parent contact with students is to be made via the front office, or on a nominated phone number in the event of activities outside of school hours (eg camps), so that the school can provide support to students.

Staff

- Personal calls are strongly discouraged during class teaching and learning periods.
- All users are to switch their phones to mute or discreet when in public areas, including during meetings and interviews, except for Leadership staff, whose mobile phones will operate normally to assist in response to emergencies.

Parents, visitors and contractors

- All users are to switch their phones to mute or discreet when in public areas, including meetings, interviews and classrooms.
- All parents and visitors are requested to take and make mobile calls outside teaching and learning areas.

EXEMPTIONS AND PROCEDURES FOR INAPPROPRIATE BEHAVIOUR

- Exemptions from this policy can only be approved after a request to the teacher, who has delegated responsibility from the Principal.
- Misuse of mobile phones or other digital devices at school will be brought to the attention of school Leadership for appropriate review of the student's privilege.
- If a phone is being used by a student during school time, the student will be required to immediately lodge the phone at the Front Office. The student will be able to collect it at the end of the school day.
- Students will follow these guidelines. Inappropriate use of any ICT's or digital devices will result in the withdrawing of computer privileges and reinstatement will be at the discretion of Leadership.



CYBER-SAFETY AT LINDEN PARK PRIMARY SCHOOL – RECEPTION to YEAR 7

The measures to ensure cyber-safety at Linden Park Primary School are based on our core values. To assist us in enhancing learning through the safe use of information and communication technologies (ICTs), we are asking you (parents/caregivers/legal guardians) to read this document and sign the attached User Agreement Form.

Please note that:

- Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.
- Material sent and received using the school computer network may be monitored and filtering software may be used to restrict access to certain sites and data, including e-mails. Where a student is suspected of an electronic 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 schools and DECD administrators to prevent children's exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate internet filtering software.
- More information about internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au>, Bullying No Way at <http://www.bullyingnoway.com.au>. and at <http://cybersmart.gov.au>

IMPORTANT TERMS:

'**Cyber-safety**' refers to the safe use of the Internet and digital devices, including mobile phones, Chromebooks and iPads.

'**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, social media or SMS (text messaging) - with the intention of physically or mentally harming another person.

'**School and preschool ICT**' refers to the school's computer network, internet access facilities, computers, and other digital devices as outlined below.

'**Digital devices**' includes computers (such as desktops, laptops, iPads, tablets, Chromebooks), storage devices (such as USB and memory devices, CDs, DVDs, iPods), all types of mobile phones, cameras (such as video and digital cameras and webcams), gaming consoles, video and audio players (such as portable CD and DVD players), and any other similar technologies.

'**Inappropriate material**' means material that deals with matters such as sex/sexual acts, full and partial nudity, 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.

'**Digital Citizens**' refers to people utilising ICT/digital devices regularly and effectively in order to participate online.

'**Digital Citizenship**' refers to appropriate, responsible technology use.

DIGITAL DEVICES AND CYBER SAFETY POLICY AND USER AGREEMENT

Parents/caregivers/legal guardians 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 we ask you to discuss with your child the strategies in this document to help us stay safe when using ICT/digital devices at school and after school hours. The following concepts will be discussed, reviewed and included at age appropriate times.

1. I will only use ICT/digital devices for my learning.
2. I will only go online, access the internet or use digital devices at school when a teacher gives permission.
3. I will only log on with **my** user name. I will not allow anyone else to use my name and I will keep my password private from all other students. If my parent, guardian or caregiver requests my password I will share it.
4. I will only use the internet, e-mail, mobile phones, any ICT equipment or digital device for positive purposes, not to be mean, rude or offensive, or to bully, harass, spam, or in any way harm anyone (students, staff, school, school community, wider community), even if it is meant as a joke.
5. While at school, I will:
 - attempt to search for things online that I know are acceptable. This would exclude anything that is rude or violent or uses unacceptable language such as swearing, racist or sexist language;
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school
 - only print with teacher permission;
 - ensure that any personal digital devices are stored responsibly and powered off whilst on school grounds.
6. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
 - keep it confidential from students and report it to a teacher;
 - turn off the screen;
 - get a teacher straight away.
7. With permission from home I am able to bring digital devices to school. I acknowledge that any loss or damage to this property will be at my own risk and the school will not be held responsible.
8. I will care for all digital devices. This includes not having food or drink near devices, storing devices appropriately and keeping areas tidy. I will tell a teacher about anything wrong or damaged. My family may be charged for repairs.
9. Only with permission from the teacher will I connect any ICT/digital device to school computers/ICT/digital device (eg a USB/portable drive, camera or phone). This includes all wireless/bluetooth technologies.
10. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary and secondary sources. I will validate information and use and abide by the fair use rules.
11. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name;
 - my home address;
 - my email address;
 - my phone numbers;
 - photos of me and/or people close to me.
12. I will follow these cyber-safety strategies. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour. If illegal material or activities are involved, 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.

PLEASE NOTE: *Under regulations 40 and 41 of the Education Regulations 1997, principals can suspend or exclude a student who acts in a manner that threatens the safety or wellbeing of a student or member of staff, or another person associated with the school. These regulations do not preclude an event that occurs outside of school hours or off site. Principals can therefore use these procedures with a student enrolled at their school if the principal believes, on reasonable grounds, that the student has acted in such a manner, even if this behaviour occurred outside of school hours or off site.*



DIGITAL DEVICE AND CYBER-SAFETY USER AGREEMENT FORM

To the parent/caregiver/legal guardian:

This user agreement applies for the duration of your child's schooling at Linden Park Primary School.

Parent and students are required to sign the agreement.

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed user agreement to the school office.

As a parent/caregiver/legal guardian understand that Linden Park Primary School will:

- do its best to enhance learning through the safe use of ICT/digital devices. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT/digital 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 User 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.

Parent/Caregiver/Legal Guardian responsibilities include:

- discussing the information about cyber-safety and responsible digital citizenship with my child and explaining why it is important;
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the class teacher, principal or nominees to discuss any questions I may have about cyber-safety and/or this user agreement;
- contacting the front office to get a message to my child should I need to during school hours so that my child will not be in breach of the user agreement;
- model cyber safe practices by considering cyber safety before publishing, posting or sharing any images of children.

DIGITAL DEVICE AND CYBER-SAFETY USER AGREEMENT

I have read and understood this Cyber-safety and Digital Device User Agreement and I am aware of the schools' initiatives to maintain a cyber-safe learning environment.

Name of child: _____ Room: _____

Child's Signature: _____

Name of parent/caregiver/legal guardian: _____

Signature of parent/caregiver/legal guardian: _____

Date: _____

