



# Tintinara Area School

## Cyber Safety Policy

*Cyber-safety addresses the ability to act in a safe and responsible manner on the Internet and other connected environments. These behaviours protect personal information and reputation; include safe practices to minimize danger from behavioural-based rather than hardware/software-based problems.*

### Rationale

Tintinara Area School places a high priority on providing its school community with Internet facilities, ICT devices and equipment which will benefit student learning outcomes and the effective operation of the school.

Tintinara Area School recognises that the presence in the learning environment of these technologies (those provided by the school and some privately owned by staff, students or other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, whilst at the same time minimise and manage the associated risks.

Tintinara Area School thus acknowledges the need to have in place rigorous and effective cybersafety practices which are directed and guided by this cybersafety policy.

### Aims

- To develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices / equipment to student learning.
- The effective operation of the school, while minimising and managing risks.
- To address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

### Responsibility

*Tintinara Area School will:*

1. Do our 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.
2. Work with children regularly to develop an understanding of the importance of cyber-safety through education from the Child Protection Curriculum and when specific circumstances arise. This includes providing children with strategies to keep themselves safe in a connected online world.
3. Respond to any misconduct in a manner that educates students to make safer decisions in the future by following our Behaviour Education/Management plan. In some circumstances where e-crime is suspected, it may be necessary to inform the police and securely hold personal items for potential examination by police.
4. Welcome enquiries at any time from parents / caregivers / legal guardians or children about cyber-safety issues.
5. Cybersafety Agreements are also an educative tool and shall be used as a resource to support the professional development of the school community.
6. Signed Cybersafety Agreements will be filed in a secure place and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices / equipment.

*Students use agreement:*

1. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
2. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
3. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
4. I will use the Internet, e-mail, mobile phones or any ICT equipment 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.

**While at school, I will:**

5. Attempt to search only for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.
6. Report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - Not show others.
  - Turn off the screen.
  - Get a teacher straight away.
8. Only with written permission from home and the school will I bring any ICT equipment / devices to school. This includes things like mobile phones, iPads, games, cameras, and USB / portable drives.
9. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB / portable drive, CD, DVD, camera or phone). This includes all wireless / Bluetooth technologies.
10. The school cyber-safety strategies apply to any ICTs brought to school.
11. To ensure my compliance with copyright laws, I will only download or copy any files such as music, videos, games or programs with the permission of a teacher or the owner of the original material.
12. 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 address
  - My e-mail address
  - My phone numbers
  - Photos of me and/or people close to me.
13. I will respect all school ICTs and will treat all ICT equipment / devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - Reporting any breakages / damage to a staff member.
14. If I do not follow cyber-safety practices the school may inform my parents / caregivers. In serious cases, the school may take disciplinary action (as part of the schools behaviour education/management policies) 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.

**We encourage parents / caregivers / legal guardians to discuss the information about cyber-safety with your child and explain why it is important.**

Student's name \_\_\_\_\_ Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's name \_\_\_\_\_ Parent's signature \_\_\_\_\_ Date \_\_\_\_\_