



# WYNNUM WEST STATE SCHOOL

ABN 15 753 627 273

2036 Wynnum Road, Wynnum West Q 4178

PO Box 9035, Wynnum Plaza Q 4178

Phone: 3893 6888 | Fax: 3893 6800

Email: [admin@wynnumwestss.eq.edu.au](mailto:admin@wynnumwestss.eq.edu.au)

Dear Parents and Caregivers,

## Cyber-Safety User Agreement for Students

The measures to ensure the cyber-safety at Wynnum West State School are based on our key virtues. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we ask you read this document, sign the attached *Cyber-Safety ICT User Agreement Form* and return to the front office as soon as possible.

The computer network, Internet access facilities, computers and other ICT equipment / devices bring great benefits to the teacher and learning programs at our school and to the effective operation of the school. All ICT equipment provided by the school is for educational purposes appropriate to the environment, whether it is used on or off the site.

The overall goal at Wynnum West State School is to create and maintain a cyber-safe culture that keeps within our school values as well as legislative and professional obligations. The *Cyber-Safety ICT User Agreement Guidelines* include information about student and staff obligations, responsibilities and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

Material sent and received using the network is supervised with filtering and monitoring software to restrict access to certain sites and data, including email.

Attempts to access inappropriate sites by conducting searches based on inappropriate words or topics and emails containing unacceptable language are identified electronically and referred to the Systems Administrator for follow up. As identification relates to students logon information, password security is an important safeguard for all students and staff.

All students will be issued with a copy of the *Cyber-Safety ICT User Agreement Guidelines* and once the *Cyber-Safety ICT User Agreement Form* has been signed and returned to the school, students will be able to use the school ICT equipment.

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

## **Terminology**

**Cyber-Safety** refers to the safe use of the Internet and ICT equipment and devices, including personal mobile phones.

**School ICT** refers to the school's computer network, Internet access facilities, computers and other ICT equipment and devices as outlined below:

**ICT equipment and devices** include computers (e.g. desktops and laptops), storage devices (e.g. USB and flash memory devices, CDs, iPods and mobile phones), cameras (e.g. video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players / receivers (e.g. portable CD and DVD players) and any other similar technologies.

**Inappropriate material** means material that deals with matters such as sexual behaviour, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a nurturing school environment.

**E-crime** occurs when computers or other electronic communication equipment / devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## **Cyber-Bullying**

**Cyber-Bullying** is bullying which uses e-technology as a means of victimising others. It is the repeated or ongoing use of an Internet service or mobile technology such as email, chat rooms, instant messaging, web pages or text messaging with the intention of tormenting, threatening, harassing, humiliating or otherwise targeting another person.

**No-one has the right to bully another person. As it is most serious, cyber-bullying is illegal and can be investigated by the police.**

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**Staff members** have the responsibility to ensure that:

- Students are informed and educated about safe and appropriate cyber communication and usage in particular the *Cyber-Safety ICT User Agreement Guidelines* for our school
- Students and staff are aware of the nature of cyber-bullying and its potential impacts on both the victim and the perpetrator
- Students are aware of the consequences of cyber-bullying
- All cases of cyber-bullying are reported and responded to promptly
- There is supervision of technology use that is effective for monitoring and deterring cyber-bullying

**Students** have a responsibility to ensure that they:

- Do not participate in cyber-bullying
- Do not use mobile phones, cameras or other ICT equipment or devices without authorisation by the Principal or a teacher or to record audio and visual material that is not authorised as part of the school curriculum program
- Do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- Do not disseminate inappropriate information through digital media or other means
- Report incidents of cyber-bullying to a member of staff or trusted adult

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## Cyber-Safety ICT User Agreement Guidelines

Parents and caregivers 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 invite you to discuss with your child the following guidelines and expectations to help them be responsible and stay safe when using ICT at school and after formal school hours.

- I will use the computers and other ICT equipment only for my learning
- I will go online or use the Internet at school only when a teacher gives me permission and an adult is present
- If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first
- If I have my own username, I will log on only with that username. I will not allow anyone else to use my name
- I will keep my password private
- I will use the Internet, email, or other ICT equipment or devices 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 intended as a joke
- While at school, I will not attempt to search for things online that I know are unacceptable such as anything that is rude or violent or uses unacceptable language such as swearing
- 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
- If I am required to bring a mobile phone to school, I will place it in the basket in admin on my arrival to school and collect it from the office at the end of the school day
- I will not connect any ICT device to school ICE, or run any software without teacher permissions e.g. a USB / portable device, camera or iPod. The school cyber-safety strategies apply to any ICTs brought to school
- To ensure my compliance with copyright laws, I will not download or copy any files such as music, videos, games or programs without the permission of a teacher or the owner of the original material

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- I will not put any personal identifying information about myself or others online without checking with a trusted adult. Personal identifying information includes any of the following:
  - My full name
  - My address
  - My email address
  - My phone number
  - Photos of me and / or people close to me
- 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 eating or drinking in close proximity to ICT equipment / devices
  - Not attempting to hack or gain unauthorised access to any system
  - Not attempting to use another student's login or password
  - 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

**If I do not follow cyber-safety 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.**

Regards

Ben Turner

Principal

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## Cyber-Safety ICT User Agreement Form

### To the Parent / Caregiver / Legal guardian:

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

### I understand that Wynnum West State School 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
- 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 ICT 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

### My responsibilities include:

- Discussing the information about cyber-safety 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 Principal or nominee to discuss any questions I may have about cyber-safety and / or this ICT User Agreement

### CYBER-SAFETY ICT USER AGREEMENT

I have read and understand this Cyber-Safety User Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Parent / Caregiver: \_\_\_\_\_

Parent / Caregiver signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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