



Carinya

CHRISTIAN SCHOOL
From Christ and For Him

GUNNEDAH

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CARINYA CHRISTIAN SCHOOL STUDENT CYBERSAFETY USER AGREEMENT YEAR 3-10 GUNNEDAH, YEAR 3-12 TAMWORTH

This document comprises this cover page and three sections:

- Section A: Introduction**
- Section B: Cybersafety Rules for Secondary Students**
- Section C: Cybersafety User Agreement Form**

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully. **Parents of Junior School students might simply talk to their children about the major points concerning staying safe and cyber bullying.**
2. Parents and students sign section C and return that page to the school office.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/ devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other similar, technologies as they come into use at Carinya.*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*



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SECTION A *INTRODUCTION*

The measures to ensure the cybersafety of Carinya Christian School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Carinya Christian School, and to the effective operation of the school. Carinya's ICT facilities are for educational purposes only appropriate to the school environment.

Our school has rigorous cybersafety practices in place, which include cybersafety user agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This user agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed consent has been returned to the school, students will be able to use the school ICT equipment/devices.

SECTION B *RULES TO HELP KEEP CARINYA CHRISTIAN SCHOOL STUDENTS CYBERSAFE*

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have read and signed my user agreement form (see Section C) and returned it to the school.
2. I will log on only with my own Carinya username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or at a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (eg. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected with the school or the school itself.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
 - Access, or attempt to access, inappropriate, age-restricted, or objectionable material.
 - Download, save or distribute such material by copying, storing, printing or showing it to other people.
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - Access any social network sites including the Carinya School to Work Facebook page.



8. If I accidentally access inappropriate material, I will:

1. Not show others
2. Turn off the screen or minimise the window and
3. Report the incident to a teacher immediately.

9. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately-owned ICT equipment/device (such as a laptop, USB drive) where permission has been granted to bring the device to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment. **NB. Privately-owned devices can only be brought to school when permission has been requested, granted and specific guidelines established.**
11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
12. I will respect all ICT systems in use at school and 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 cybersafety rules, and not joining in if other students choose to be irresponsible with ICT.
 - Reporting any breakages/damage to a staff member.
13. I understand that the school may monitor traffic and material sent and received using the school's ICT network, their school email account or the content stored on school Google drive folders. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
14. I understand that the school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
15. If there are reports of cyber bullying out of school I accept that the school reserves the right to pursue disciplinary action, warn parents, inform police of any known crime and/or reporting to Community Services if there are reasonable grounds to suspect serious risk of harm.
16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me including removing access to the school network. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

SECTION C: *CYBERSAFETY USER AGREEMENT FORM*

To the student and parent/legal guardian/caregiver, please:

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

We understand that **Carinya Christian School** will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules.
- Keep a copy of this signed User Agreement Form on file.
- Respond appropriately to any breaches of the user agreements.
- Provide members of the school community with cybersafety education designed to compliment and support the user agreement initiative.
- Welcome enquiries from students or parents about cybersafety issues.

SECTION FOR THE STUDENT (Skip for younger children as considered necessary - see next section)

My responsibilities include:

- I will read this cybersafety user agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school's ICT or privately-owned device at any school-related activity, regardless of its location.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will seek clarification at school if I am not sure about anything to do with this agreement.

SECTION FOR PARENT/LEGAL GUARDIAN/CAREGIVER

My responsibilities include:

- **I will read this cybersafety user agreement carefully and discuss it with my child, so that we both have a clear understanding of our role in the school's work to maintain a cybersafe environment.**
- I will ensure this user agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this user agreement I would like to discuss.

I have read and understood my responsibilities and agree to abide by this cybersafety user agreement.

Name of Student: _____ Class: _____ Signature: _____

Name of Parent: _____ Signature: _____

Date: _____

Please Note: Once your child/ren have commenced at Carinya they will be allocated a password to access the network.