

# CYBER SAFETY AND COMPUTER USE

Edgewater College maintains an up-to-date computer network and we have a 1-1 device policy to ensure all students have access to a device for use throughout the school day. Devices are used to enhance teaching and learning and support the effective operation of our school. If you are in a position to supply your child with a device then this is strongly recommended to support their learning both at school and at home. Please note that if you are not able to do so then a school device will be provided for use during the school day.

Our school also has rigorous cyber-safety practices in place with the overall goal of creating and maintaining a cyber-safety culture that is in keeping with the values of our school and legislative and professional obligations. In order to permit students to use this facility we require them to agree to and comply with our procedures and policies.

Students and Parents are required to read this agreement and sign Section 8: Agreements section of the Enrolment form before a student will be able to use school ICT equipment/devices.

## **In particular our expectations are that all students will:**

1. Only login using their school username.
2. Not allow anyone else to use their username.
3. Not share their password with any other person/s.
4. While at school or on a school-related activity, the student will not have any involvement with any ICT material or activity that might put them or anyone else at risk. This refers to activities such as: bullying, trying to access objectionable or inappropriate material, etc.
5. The student understands that they must not use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. This applies
  - a. at all times;
  - b. at school and at events under school jurisdiction;
  - c. to actions involving members of the school student body, staff and
  - d. especially to the use of social media.
6. When using a device provided by the school, the student understands and agrees to:
  - a. Only use the device assigned to them by their Mentor teacher.
  - b. To collect their device from their Mentor teacher each morning and return it each afternoon during Mentor time.
  - c. To care for this device during the day, ensuring it is kept safe, transported properly in a school bag and charged regularly.
  - d. That the device is the property of Edgewater College
  - e. That it must remain on-site at all times unless written permission is granted by a member of senior management.
7. The student understands that the rules in this agreement also apply to student use of mobile phones.
8. The student understands their mobile phone must be turned off and out of sight during class unless permission is otherwise granted by the classroom teacher.
9. The student understands that they can only use the Internet at school for educational purposes.
10. While at school, the student will not:
  - a. access, or attempt to access, inappropriate, age-restricted, or objectionable material;
  - b. download, save or distribute such material by copying, storing, printing or showing it to other people;
  - c. attempt to get around or bypass security, monitoring and filtering that are in place at school.
11. If the student accidentally accesses inappropriate material, he/she will:
  - a. not show others;

- b. turn off the screen or minimise the window and
  - c. report the incident to a teacher immediately.
12. The student must not violate copyright or other intellectual property rights. This includes downloading any files such as music, videos, or programmes that do not comply with the Copyright Act 1994 and later amendments.
13. The student understands that the use of peer-to-peer file-sharing sites is prohibited by law and that anyone who infringes copyright may be personally liable under copyright law.
14. The student understands that these rules apply to their own BYOD device (such as a laptop, tablet, mobile phone, USB drive, etc.) brought to school or to a school-related activity.
- a. Any images or material on such equipment/devices must be appropriate to the school environment.
15. The student will not attempt to run any personal software on computers on the school network. This includes all wireless technologies.
16. The student will ask a teacher's permission before giving out any personal information (including photos or videos) online about them or any other person.
- a. If a post contains the personal information or the image of another person, the student must have the permission of that person before making the post.
  - b. Personal information such as the student's name, address, e-mail address, phone number must not be posted online.
17. The student will respect all ICT systems in the school and treat all ICT equipment/devices with care. This includes refraining from:
- a. intentionally disrupting the smooth running of any school ICT systems;
  - b. hacking or attempting to hack or gain unauthorised access to any system;
  - c. joining other students in choosing to be irresponsible with ICT equipment or systems;
  - d. concealing any breakages/damage from a staff member.
18. The student understands that the school:
- a. May monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
  - b. 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 e-mail.
19. The student understands that if they break these rules,
- a. They will be subject to disciplinary processes should any of these monitoring procedures show that they have contravened this rule.
  - a. the school may inform their parent(s);
  - b. charge them the costs of repair, and
  - c. if illegal material or activities are involved, may inform the police.

Failure to abide by the policy may result in the student being denied access to computers and/or relevant information being passed on to the appropriate authorities.

All subsequent changes to the our Cybersafety and computer use policy / procedures will be published on our school website.

# RESPONSIBILITIES REGARDING CYBER SAFETY AND COMPUTER USE

## Responsibilities of Edgewater College

1. At all times we will do our best to keep the school cyber-safe, by maintaining an effective digital citizenship programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet at school and enforcing the cyber-safety rules and requirements detailed in this agreement.
2. Encourage students to become good digital citizens who are technically capable, digitally literate and socially responsible.
3. Respond appropriately to any breaches of this agreement.
4. Provide members of the school community with cyber-safety and digital citizenship information designed to complement and support this agreement.
5. Welcome enquiries from students or parents about cyber-safety and digital citizenship issues.
6. Email to all students and parents any changes to this agreement should it become necessary to add/amend any information or rule. The new agreement will be posted on the School's website.

## Responsibilities of Parents/Caregivers

1. Reading this cyber-safety agreement carefully and discussing it with my child so we both have a clear understanding of our role in the school's duty to maintain a safe cyber environment.
2. Ensuring this use agreement is signed by my child and by me.
3. Encouraging my child to follow the cyber-safety rules and instructions at all times.
4. Contacting the school if any aspect of this agreement requires discussion.
5. Noting that this agreement including any subsequent amendments or revisions which are made public on the school website, remain in force as long as my child is enrolled at this school.

## Responsibilities of Students

1. Reading this cyber-safety agreement carefully and discussing it with my parent / caregiver.
2. Following the cyber-safety rules and instructions whenever the school's ICT or student BYOD is used and endeavouring to be a good digital citizen.
3. Avoiding any involvement with material or activities that could put at risk the safety, or the privacy, safety or security of the school or other members of the school community.
4. Understanding that the rules apply out-of-school hours as well as during school hours.
5. Taking proper care of school ICT, reporting loss, theft or damage of ICT equipment/devices, and paying for the cost of repairs or replacement.