



MOUNT ROSKILL GRAMMAR SCHOOL

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INTERNATIONAL STUDENT CYBERSAFETY USE AGREEMENT

This sheet is to be retained the parent/caregiver.

Note:

- (a) 'ICT' is used in this document to refer to 'Information and Communication Technologies'.
- (b) 'Cybersafety' refers to the safe use of the Internet and ICT devices/equipment, including mobile phones.
- (c) The Internet includes all internal ICT networks/intranets operated by the School.
- (d) 'ICT devices/equipment' include, but are not limited to, those mentioned in the document.

1. The Student Cybersafety Use Agreement

- 1.1. A teacher will go over this use agreement with you and answer any questions. If you have any more questions later, you should ask staff, including Mr Lett, the Deputy Principal who has been designated the School's Cybersafety Manager.
- 1.2. You can only use the School's computer network, Internet access facilities, computers and other school ICT equipment/devices if this Student Use Agreement has been signed by the parent and student, and returned to the School.

2. Use of ICT.

- 2.1. While at School or a school-related activity, you must not be involved with any material or activity which might put yourself at risk. You must not use ICT to upset, harass, or harm anyone else in the school or school community, even if it is meant as a 'joke'.

Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination. Behaviour the School may need to respond to also includes the use of websites to facilitate misconduct which puts at risk the safety of the school environment.

- 2.2. If any privately-owned ICT equipment/device, such as a laptop, desktop, PDA, mobile phone, camera, or recording device, portable storage (like a USB or flash memory device), is brought to school or a school-related activity, the school cybersafety rules apply to that device. **If you are not sure whether it is appropriate to have a particular device at school or at a school-related activity, you are expected to check with the relevant teacher before bringing it.**

3. Monitoring

- 3.1. In order to help make sure that the School stays cybersafe, an appropriate member of staff may at any time check student email, work or data on the School's computer network, Internet access facilities, computers and other school ICT equipment/devices.
- 3.2. If there is a suspected breach of use involving privately-owned ICT, the matter may be investigated by the School. The School may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

4. Consequences.

- 4.1. Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the School. Possible responses could include one or more of the following: a discussion with the student, informing parents/legal guardian/caregiver, loss of student access to school ICT, taking disciplinary action. If illegal material or activities are involved, it may be necessary for the school to inform the police.

- ADDITIONAL CYBERSAFETY RULES FOR STUDENTS –

This sheet is to be retained by the parent/caregiver.

1. **Accessing the Internet at school on school ICT.** The only time you can access the Internet at school on a school computer of any kind is when a teacher gives permission and there is staff supervision. If other Internet access on the School site or at a school-related activity is permitted, for example, via a privately-owned laptop, mobile phone or any other ICT device, it must be in accordance with the cybersafety rules in this agreement.
2. **Borrowing school ICT.** If you have permission to use school ICT equipment at home or anywhere else away from school, it must not be given to anyone else to use unless at the direction of a staff member. The school ICT is to be used only for the purpose it was lent, and you should explain this to your family or whoever else you are with. If a problem occurs, you must report it to the relevant teacher straight away.
3. **Mobile phones.** Cybersafety rules also apply to mobile phones. Mobile phones must not be used for involvement with inappropriate material or activities, such as:
 - upsetting or harassing students, staff and other members of the school community even as a 'joke'.
 - inappropriately using text, 'pxt', email, photographs or film, phone messages, web browsing, images or any other functions.
 - having a mobile phone in your possession, or near you, during any assessment.
4. **Care of the computers and other school ICT equipment/devices, and their appropriate use includes:**
 - You must not damage or steal any equipment, or try to damage the ICT network. If damage is deliberate, the School will inform your parent/legal guardian/caregiver. Your family may have to pay for the cost of repairs or replacement.
5. **Students need permission from staff to:**
 - use storage devices to back-up work or to take work home/back to school. (It is likely the School will need to check any storage device for such things as viruses.)
 - print material when in the classroom situation. Any material printed out of class must be appropriate in the school environment.
 - contribute material to the School Internet/Intranet site. There should be no student involvement in any unofficial school Internet/Intranet site which purports to be representative of the School or of official school opinion.
6. **Students must be considerate of other users. This includes:**
 - sharing with other users and not monopolising equipment.
 - avoiding deliberate wastage of ICT-related resources including bandwidth, unnecessary printing, and unnecessary Internet access, uploads or downloads.
 - no intentional disruption of the smooth running of any computer or the School network.
 - avoiding involvement in any incident in which ICT is used to send or display messages/communications which might cause offence to others. Examples include text messaging, email messages, or creating, displaying or sending inappropriate graphics, and recording or playing inappropriate audio or video files.
 - obtaining permission from any individual before photographing, videoing or recording them.
7. **Respect for privacy, safety and security when using the Internet and ICT includes:**
 - if you accidentally access inappropriate, dangerous or illegal material you should:
 1. not show others
 2. close or minimise the window
 3. report the incident to a teacher immediately.
 - you should use data storage devices such as disks, only in accordance with school regulations. This includes portable devices such as USB and flash memory devices.
 - you must have no involvement in any activity which could put at risk the security of the School computer network or environment. For example, no involvement with malware such as viruses or involvement with any form of electronic vandalism or theft. This includes 'hacking' and any other unauthorised access.



Mt Roskill Grammar School

STUDENT CYBERSAFETY USE AGREEMENT

This sheet is to be signed by the parent/caregiver and student and a copy retained.

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

1. Please read this page carefully, to check you understand your responsibilities under this agreement
2. Sign the appropriate section on this form and the copy of it on the enrolment form.
3. Keep the document for future reference.

We understand that Mt Roskill Grammar School will:

- do its best to keep the School cybersafe, by maintaining an effective cybersafety programme. 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 regulations and responsibilities detailed in use agreements
- keep a copy of this signed use agreement form on file
- respond appropriately to any breaches of the use agreements
- provide members of the school community with cybersafety education to support this agreement initiative
- welcome enquiries from students or parents about cybersafety issues.

Student's section

My responsibilities include:

- **I will read** the Cybersafety Use Agreement document carefully
- **I will follow** the cybersafety rules and instructions whenever I use the School's computer network, Internet access facilities, computers and other school ICT equipment/devices
- **I will also follow** the cybersafety rules whenever I am involved with privately-owned ICT devices/equipment on the School site or at any school-related activity, regardless of its location
- **I will avoid** any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the School or other members of the school community
- **I will take proper care** of computers and other School ICT equipment/devices. If I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have to pay for repairs or replacement
- **I will keep** this document somewhere safe so I can refer to it in the future
- **I will ask** the relevant staff member if I am not sure about anything to do with this agreement.

I have read and understand my responsibilities and agree to abide by this Cybersafety Use Agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student:

Form Class:

Signature:

Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

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

I have read this Cybersafety Use Agreement document and am aware of the School's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Parent/Caregiver Name: Relationship:

Signature: Date: