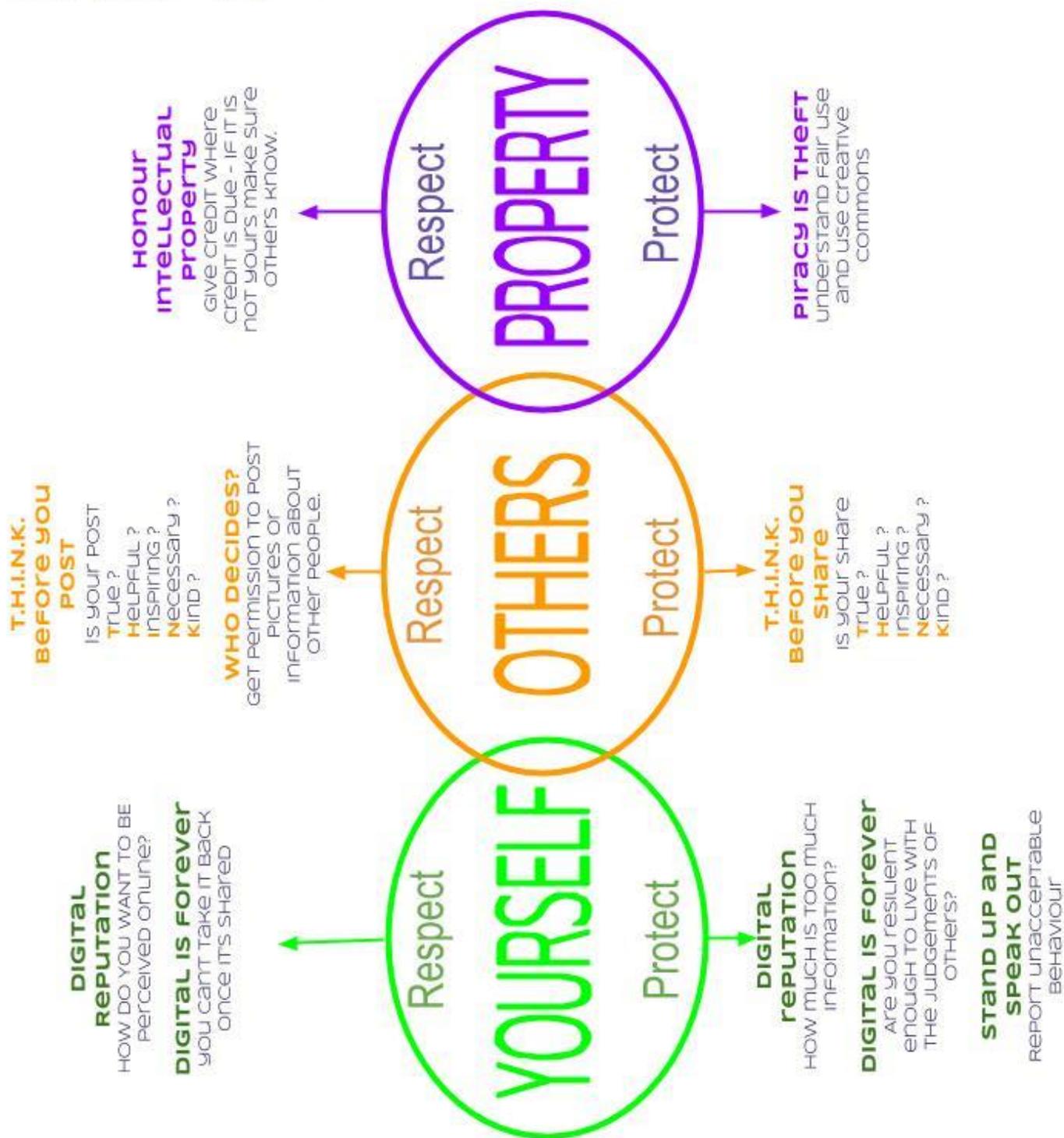


# DIGITAL CITIZENSHIP



Reidy Park Primary School is committed to enhancing teaching and learning through the safe use of information and communication technologies (ICTs). We require all families to read and sign our school's ***Digital Citizenship Agreement***.

The ***Digital Citizenship Agreement*** acknowledges that you and your child are aware of the obligations, responsibilities, and the nature of possible consequences associated with ICT breaches that undermine the safety of our school environment.

Reidy Park Primary School educates all students about digital citizenship with the aim to create and maintain a cyber-safe culture that is in keeping with our values, whilst maintaining legislative and professional obligations. This is in compliance with DECD policies and the *Keeping Safe; Child Protection Curriculum*.

The school network, Internet access facilities, computers and other ICT equipment/devices, bring great benefits to the teaching and learning programs at Reidy Park Primary School and are used for educational purposes appropriate to this environment.

Material sent and received using our school network is monitored. Filtering software is used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

If you have any concerns about your child's safety in using the Internet and ICT equipment/devices please contact the school.

**Chris Sheldon**      **Rikki Helps**

Principal                      ICT Research, Innovation & Engagement Coordinator

*We recommend families visit the following websites to better understand the importance of Cyber-Safety and how this can be supported at home.*

**cyber(smart:)**



## Important terms:

**'Digital Citizenship'** is about staying safe and healthy while using digital technology, appropriate and inappropriate online behaviour, and being a positive contributor in an online world. This involves using technology effectively and not misusing it to disadvantage others. Digital Citizenship consists of numerous themes including appropriate online etiquette, literacy in how digital technology works and how to use it, an understanding of ethics and the law as it relates to technology, knowing how to stay safe online, and advice on health issues relating to the use of technology.

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'ICT equipment/devices'** includes 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 and digital cameras and 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.

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

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

# Digital Citizenship at Reidy Park Primary School

## Acceptable Use Policy

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 strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. I will only log on with my own user name.
6. I will keep my password private.
7. I will use the Internet, online environments and ICT equipment for positive purposes only; 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.
8. While at school, I will:
  - attempt to search 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
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. 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/close the screen
  - get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only after returning my signed BYOT agreement and permission from the teacher will I connect any ICT device to school ICT, or run any software.
12. The school cyber-safety strategies apply to any ICTs brought to school from home.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. 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 addresses
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
15. I will respect all ICTs owned by the school and personally owned by my classmates. I 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.
16. 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 will 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.

## Digital Citizenship at Reidy Park Primary School

### Acceptable Use Agreement

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

Return the signed *Acceptable Use Agreement* to the Front Office.

#### I understand that Reidy Park Primary 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 Use 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 [or preschool's] cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the Principal or ICT Coordinator to discuss any questions I may have about cyber-safety and/or this Use Agreement.



## Digital Citizenship at Reidy Park Primary School Acceptable Use Policy

Year 3 to Year 7 Students

***Please return to the front office.***

### Parent section

- I have read and understood this Cyber-safety Use Agreement and I am aware of Reidy Park Primary School's initiatives to maintain a cyber-safe learning environment.
- I have discussed the strategies to help keep Reidy Park Primary School safe with my child.

Name of parent/caregiver: \_\_\_\_\_

Signature of parent/caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Name of child: \_\_\_\_\_

Class Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

### Student Section

- I have read the strategies to help keep Reidy Park Primary School safe with my parent or caregiver.
- I will practice being cyber-safe at Reidy Park Primary School.

Student to write or sign name here: \_\_\_\_\_

### Please note:

This agreement will remain in force as long as your child is enrolled at this school.  
If it becomes necessary to add/amend any information or rule, you will be advised in writing.