



## **Cyber-Safety Policy**



## **Wembley Primary School Cyber-Safety Policy**

The measures to ensure the cyber-safety of Wembley Primary School students is based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we require this document to be read and the attached Internet Use Agreement and Responsible use of Electronic Devices forms signed.

Rigorous cyber-safety practices are in place. The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Wembley Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Responsible use of Electronic Devices form includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with an Internet Use Agreement and a Responsible Use of Electronic Devices form, and once signed consent has been returned to school, students will be able to use the school ICT equipment. Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including Email. Where a student is suspected of an electronic crime, this will be reported to the West Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DoE 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, DoE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

### **Important terms:**

'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 Email, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

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

'ICT equipment/devices' includes computers (desktops, laptops, PDAs), storage devices (USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (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 (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## **STRATEGIES FOR CYBER-SAFETY**

Families 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 read and signed my Internet Use Agreement and Responsible Use of Electronic Devices forms and have 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. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, Email, mobile phones or any ICT equipment 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 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.
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 the screen
  - get a teacher straight away
10. Only with permission from home and the school will I bring any ICT equipment/devices to school. This includes mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure 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 address
  - my Email address
  - my phone numbers
  - photos of me and/or people close to me
15. 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 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 may 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.

## Internet Use Agreement

When using the electronic devices and Internet network at Wembley Primary School:

I will *not*

- Give my password out to others.
- Let other people log-on to my account.
- Give out my last name, phone number, address, photographs or other details about myself or others.
- Interfere with other people's work, folders or documents, which may result in it being changed, vandalised, lost or deleted.
- Use the school electronic devices to be mean, rude or unkind about other people.
- Be a bully or a bystander online.

I *will*

- Use the school electronic devices only with the permission of a teacher.
- Only access Internet tools that my teacher has approved.
- Follow all instructions from teachers when using school electronic devices.
- Tell the teacher if I think someone is using my log-on account.
- Tell the teacher straight away if I see any information on the computer that is not acceptable for a primary school environment.
- Tell the teacher or my parents if I see or hear anything online that makes me feel uncomfortable.
- Only browse or search appropriate websites.
- Only use material from Internet sites or other sources if I have permission to do so.
- Say where work or pictures I download from the internet comes from – referencing.
- Take care when using the computer equipment and I will not change any computer settings (including changing wallpapers, themes and screensavers).
- I will make sure that any comments that I post or any work that I wish to have published is respectful, carefully written and well presented.
- Be a good friend online.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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