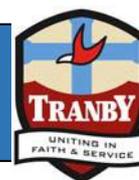


Tranby College Background Information for Parents of Junior Primary Students (Years 3-6)



Dear parent(s)*,

This background information may be helpful as you read through and discuss the cybersafety use agreement with your child.

There are the seventeen rules to help keep students cybersafe as outlined in the cybersafety use agreement that you have been asked to sign.

- 1. I know I cannot use the school ICT equipment until my parent(s) have signed the use agreement and it has been returned to school.**

All students must have a use agreement signed by their parent. Use agreements are an essential part of cybersafety policy and programmes for schools and other organisations.

- 2. I can use the school computers and other school ICT equipment for school work and only with my teacher's permission.**

This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put the safety of the learning environment at risk.

- 3. If there is something I'm not sure about I will ask my teacher.**

This helps children to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences.

- 4. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.**

The username is the unique identity by which the network recognises an individual. There are never two users with the same username and this allows the school to track the activity of any student. A username could be misused if a student's password was known and then used by others.

- 5. I will not tell anyone else my password.**

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users and teaches the child the importance of personal security.

6. **I can only go online or use the internet at school when a teacher gives permission and an adult is present.**

There must be an educational purpose for children being online or accessing the internet. Having an adult present (teacher, education assistant or parent helper) will help to ensure children's safety.

7. **I understand that I must not at any time use the internet, email, mobile phone or any ICT equipment to be mean, rude, offensive, to bully, harass or in any way harm anyone, even if it is meant as a 'joke'.**

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities such as bullying and harassment by text messages or on-line. Often children become involved in these acts through peer pressure, without thinking of the consequences.

8. **While at school, I will not attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing. I will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school**

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

9. **If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will not show others, I will turn off the screen and I will get a teacher straight away.**

Because anyone at all can publish material on the internet, it does contain material which is inappropriate and in some cases, illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.

10. **I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher.**

Many files available on the internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material. As well, excessive downloading costs the College community money as well as potentially slowing the speed of the network for other users.

11. **I must have a letter from home and permission from my teacher before I bring any ICT equipment/device from home. This includes things like mobile phone, tablet, ipod, games, camera and USB drives.**

There is generally no need for junior children to have any of these privately owned devices at school. Parents are also reminded of the school's specific policy on the use of mobile phones at school.

- 12. I will not connect any device (such as USB drive, camera or phone) to, or attempt to run any software on, the school ICT without a teacher's permission. This includes all wireless technologies.**

Connecting devices and installing software bought from home may cause conflicts with the school ICT systems. The school must also abide by software licensing requirements included with software. This means that if the school has not purchased the software, the school may not be legally entitled to install that software.

- 13. I will ask my teacher's permission before I put any personal information online.**

This reduces the risk of children being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise children's privacy or security online.

- 14. I will be careful and look after all our school ICT equipment by not being silly and playing with it, following our school cybersafety rules and telling a teacher about anything wrong or damaged.**

Just as we look after and take care of any school equipment, students, as responsible users of ICT, have a role here.

- 15. I understand that the school 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 email.**

The school has an electronic monitoring system that has the capacity to record internet use, including user details, time, date, sites visited, length of time viewed and from which computer/ device. The school may also use filtering to restrict access to certain sites.

- 16. 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.**

In an audit, all material, files and emails could be checked by the school.

- 17. I understand that if I break these rules the school may need to tell my parent(s).**

Depending on the seriousness of the breach of the rules, the school may require a parent discussion. Loss of ICT use privileges for a period of time may also be considered.

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