



St Michael's Collegiate Junior School CyberSafety Agreement 2018

At St Michael's Collegiate we support the right of all members of the School community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- have a Student Code of Conduct that outlines our School's values and expected student behaviour. This Policy includes online behaviours.
- have programs in place to educate our students to be safe and responsible users of digital technologies.
- educate our students about digital issues such as online privacy, intellectual property and copyright.
- supervise and support students using digital technologies in the classroom.
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
- provide a filtered internet service to where possible block inappropriate content.
- use online sites and digital tools that support students' learning.
- address issues or incidents that have the potential to impact on the wellbeing of our students.
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)

When I use digital technologies I will do so **safely and respectfully** by:

- only using the iPads and other ICT equipment at school with my teacher's permission.
- only going online or using the Internet at school when a teacher gives permission and an adult is present.
- using the iPads, Internet, e-mail, other ICT equipment for positive purposes only.
- not being mean, rude or unkind to or about other people online.
- keeping my passwords private.
- not reply or respond to someone if they are mean to me.
- turning off my screen and getting a teacher straight away if I find anything that upsets me, someone is rude or mean to me or others or I know something is not acceptable at Collegiate.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- will stop to think about what I post or share online.
- will use social spaces or sites that are appropriate, and if I am not sure I ask a teacher for help.
- will protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- will speak to a teacher straight away if someone is unkind to me or others, or if I know someone else is upset or scared.
- will not deliberately search for something rude or violent.
- will not respond to, or retaliate to cyberbullying.
- will be wary of internet scams and pop ups.

I will respect my school and our School ICT equipment by:

- not being silly and using equipment incorrectly.
- following our School cyber-safety rules.
- telling a teacher about anything that is wrong or damaged.
- returning my equipment to the correct place and storing it with care.

I will use this knowledge at School and everywhere I use digital technologies.

Parents / 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 at home.

Some actions that parents / caregivers can take are:

- to discuss the information about cyber-safety with my child and explaining why it is important.
- to support the Collegiate cyber safety program by emphasising to my child the need to follow the cyber-safety strategies.
- to not allow your child to access social media with a minimum age restriction of 13, such as Facebook and Instagram.
- contacting the Head of the Junior School or Director of ICT to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Student Agreement

(Parent / Guardian Name)

I have discussed this policy with _____ and she acknowledges the commitment to be a polite, safe, responsible and ethical user of digital technologies.

As a student I will continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult / teacher for help whenever I am unsure or feel unsafe.

Student Name

Parent / Guardian
Signature

Date