



REYNELLA PRIMARY SCHOOL

CYBER SAFETY POLICY

The continuing development and availability of a wide range of information and communication technologies (ICT) at Reynella Primary School provides all of our students with the opportunity to explore and access information that will enhance and promote learning outcomes.

Email and Internet resources are the primary communication systems used in this learning process. Whilst the goals of our school are always to educate students in using these resources for constructive educational purposes parents need to be aware that in some circumstances students may locate inappropriate material. All efforts are made to minimise this risk and we believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

The following guidelines are outlined to all members of our school community in order to promote the acceptable and responsible use of ICT and should be read in conjunction with the school Student Behaviour Management Policy.

R - 2 STUDENTS

Students from Reception to Year 2 generally have a clear understanding of their responsibilities to the care of the materials and resources they access in the area of ICT. We believe however that it is appropriate to modify the use of the Internet and general access to web sites to cater for the level of development for students in the early years.

Students will therefore:

- Access web sites - individual and group situations and with negotiation with the supervising teacher (whole group activities using the data projector or interactive whiteboard would be an example of this).
- Report any inappropriate use of resources including sites or messages to a supervising adult
- Not interfere with or damage the set up or operation of school computers
- Not install any unauthorised software
- Obey copyright rules
- Maintain the privacy of passwords and to respect other people's work, files or folders.

YEAR 3 - 7 STUDENTS

Students in Years 3-7 have had extensive experience in the use of ICT materials and are therefore expected to comply with the expectations set out below and understand that their use of these resources may be revoked if not used in an appropriate manner.

Students will therefore:

- Negotiate with a staff member to access Internet or e-mail resources and use these for school based educational purposes only
- Send and access only school generated or educational e-mail
- Only access sites that are appropriate for school use and leave any inappropriate area immediately
- Notify a supervising adult of inappropriate sites and take reasonable steps not to draw attention to the site

- Not provide personal contact information about themselves or other people when using the school Internet software
- Report any inappropriate use of resources including sites or messages to a supervising adult
- Not interfere with or damage the set up or operation of school computers
- Not install any unauthorised software
- Obey copyright rules
- Maintain the privacy of passwords and to respect other people's work, files or folders.

STAFF

Staff will be provided with on-going and appropriate training and development opportunities in order to provide for the safe and appropriate use of ICT resources by students.

Staff are expected to:

- Discuss with their students the appropriate use of school computing resources in order to promote responsible use
- Make professional judgements on the readiness of individual students to understand and comply with the computer/internet user agreement
- Supervise all Internet access and ensure that each student has returned the users agreement prior to accessing ICT resources
- Take an active role in teaching students efficient search techniques and how to critically evaluate visited sites
- Check individual student location history folders on a regular basis to ensure that appropriate sites are being accessed.

PARENTS/CAREGIVERS

Parents are advised to discuss with their child the appropriate use of ICT resources and to reinforce the need to behave in a responsible manner when accessing and utilising school resources.

Parents are expected to

- Read the information provided concerning student use of school computing resources and contact the school if they have any concerns or questions about the policy
- Sign the parent permission form and student user agreement
- Understand that the agreement will be kept on file at the school.

MORE INFORMATION

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kishelp.com.au>, Bullying No Way at <http://www.bullyingnoway.com.au> and <http://www.decd.sa.gov.au/speced2/pages/cybersafety/> Please contact the principal or school's leadership team if you have any concerns about your child's safety in using the Internet and ICT equipment/devices



CYBER SAFETY POLICY

PARENT PERMISSION FORM AND USER AGREEMENT

As a parent / caregiver of a student at Reynella Primary School I have read the Cyber Safety Policy, including information concerning the appropriate use of computers at the school and I understand this agreement will be kept on file at the school.

My child may use e-mail; the Internet and the computer network according to the expectations outlined in the Cyber Safety Policy.

I also understand that from time to time the school may wish to publish examples of student projects, photographs of students and other work on the Intranet. Please inform the school in writing if you have any objections to this information being published.

PARENT NAME

PARENT SIGNATURE

STUDENT AGREEMENT

As a user of the school computing resources I agree to follow the rules of computer use in our school. I understand that I will lose computer privileges if I break any of the rules.

STUDENT NAME.....

YEAR LEVEL

CLASS TEACHER

DATE