



WAIKERIE LUTHERAN PRIMARY SCHOOL

6 McIntosh Street,
Phone: 08 8541 2344
Email: office@wlps.sa.edu.au

Waikerie SA 5330
Fax: 08 8541 2140
Website: www.wlps.sa.edu.au

Acting Principal: Mrs Sue Beelitz

28/1/17

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of the students and staff of Waikerie Lutheran Primary School (here-in called WLPS) are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached User Agreement Form.

Rigorous cyber-safety practices are in place which includes cyber-safety User Agreements for staff and students. Child protection education, such as the Keeping Safe child protection curriculum, the anti bullying policy and our school's behaviour education policy includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at WLPS, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment.

The overall goal of WLPS is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The User Agreement 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 a User Agreement and once signed consent has been returned to school, students will be able to use ICT equipment at school.

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 e-mail. Where a student is suspected of an electronic crime, this will be reported to the South 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 WLPS to prevent children's exposure to inappropriate content when using ICTs, it is not possible to completely eliminate the risk of such exposure. In particular, WLPS cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. WLPS recommends the use of appropriate Internet filtering software, restricting internet use to the communal rooms of your home, and most effectively, adult assistance and/or supervision.

More information about Internet filtering and safe practice can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>

Other sites which may be of value to visit and explore on this issue are:

- Net Alert at <http://www.netalert.gov.au>
- The Kids Helpline at <http://www.kidshelp.com.au>
- Bullying No Way at <http://www.bullyingnoway.com.au>

Please contact the principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Yours In Christ

Sue Beelitz



Waikerie Lutheran Primary School is a supportive Christian community, equipping each student for life.





WAIKERIE LUTHERAN PRIMARY SCHOOL

6 McIntosh Street,
Phone: 08 8541 2344
Email: office@wlps.sa.edu.au

Waikerie SA 5330
Fax: 08 8541 2140
Website: www.wlps.sa.edu.au

Acting Principal: Mrs Sue Beelitz

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 after formal school hours.

1. I will not use ICT devices at school until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school (including phones that may be carried to and from 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 respect the privacy of others, including my parents, in maintaining the privacy of any ID, pin code, or password.
7. I will use the Internet, e-mail, mobile phones, digital and video cameras or any ICT equipment only for the express and direct purposes of classroom learning, 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 or anything that is culturally insensitive
 - 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 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 with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive or camera). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
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. I will always acknowledge the source of any content I access in my studies, to respectfully acknowledge other's academic property and also to safeguard my work against plagiarism and supply of false or misleading information.

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 e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
15. I will respect all Waikerie Lutheran Primary School's 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
 - not changing any settings which include search filters, wallpapers and screen savers.
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.
17. My ICT devices are for at school and home use only. I understand that use of these devices on the way to school or on the way home is where accidents can happen and inappropriate use of ICTs may happen. Therefore, I agree to only use ICT's on the way to and from school in emergencies only.
18. I understand that the school's policy on ICT expects me to develop an agreement for ICT use at home, between myself and my parents. I will respect my parent's decisions regarding ICT use within our home.

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement and the Waikerie Lutheran Primary School ICT Policy.

Return the signed User Agreement to the school.

I understand that Waikerie Lutheran 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 User 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 cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies and the Waikerie Lutheran Primary School ICT Policy requirements
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this User Agreement.

Appendix B – Cyber –Safety/ICT Policy User Agreement

CYBER-SAFETY/ ICT POLICY USER AGREEMENT- Parents

I have read and understood this Cyber-safety User Agreement and I am aware of and understand the requirements of the Waikerie Lutheran Primary School's ICT Policy and initiatives to maintain a cyber-safe learning environment.

Name of child.....

Group/Class

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

CYBER-SAFETY/ICT POLICY USER AGREEMENT- Students

I have read and understood the Cyber-safety User Agreement above and I am clear of my responsibilities as a user of ICTs at Waikerie Lutheran Primary School as per the Waikerie Lutheran Primary School ICT Policy 2017

Student's name.....

Student's signature.....Date.....>.....

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

CYBER-SAFETY/ICT POLICY USER AGREEMENT- Parents

I have read and understood this Cyber-safety User Agreement and I am aware of and understand the requirements of the Waikerie Lutheran Primary School's ICT Policy and initiatives to maintain a cyber-safe learning environment.

Name of child.....

Group/Class

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

CYBER-SAFETY/ICT POLICY USER AGREEMENT- Students

I have read and understood the Cyber-safety User Agreement above and I am clear of my responsibilities as a user of ICTs at Waikerie Lutheran Primary School as per the Waikerie Lutheran Primary School ICT Policy 2017

Student's name.....

Student's signature.....Date.....

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

CYBER-SAFETY/ICT POLICY USER AGREEMENT- Staff

I have read and understood the Cyber-safety User Agreement above and I am clear of my responsibilities as a user of ICTs at Waikerie Lutheran Primary School as per the Waikerie Lutheran Primary School ICT Policy 2017

Staff members name.....

Staff members signature.....Date.....

CYBER-SAFETY/ICT POLICY USER AGREEMENT- Staff

I have read and understood the Cyber-safety User Agreement above and I am clear of my responsibilities as a user of ICTs at Waikerie Lutheran Primary School as per the Waikerie Lutheran Primary School ICT Policy 2017

Staff members name.....

Staff members signature.....Date.....

Please note: This agreement will remain in force as long as you are a member of staff at this school.

If it becomes necessary to add/amend any information or rule, you will be advised in writing.