

## CYBERSAFETY USER AGREEMENT FOR SECONDARY STUDENTS



**This document is comprised of this cover page and sections '5' / '6':**

**Section A: Introduction**

**Section B: Cybersafety Rules for Secondary Students**

**Section C: Cybersafety User Agreement**

### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss with your child all sections carefully.
2. Parents and students sign section C and return that page to the school office.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

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

#### **Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement includes material that deals with matters such as sex, cruelty, violence, or any other subject matter which is used in such a manner that it may be injurious to the good of students or is otherwise incompatible with a school environment.

**Additional information can be found on  
NetAlert's website [www.netalert.gov.au](http://www.netalert.gov.au) or  
NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

## SECTION A *INTRODUCTION*

The cybersafety measures of the School as outlined in this document are based on our core values respect, responsibility, integrity, cooperation and achievement.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Darwin High School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include Cybersafety Use Agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

## SECTION B *RULES TO HELP KEEP DARWIN HIGH SCHOOL STUDENTS CYBERSAFE*

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules*

1. I cannot use school ICT equipment until my parent and I have read and signed my user agreement form (see Section C) and returned it to school.
2. 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 user name.
3. I will not tell anyone else my password.
4. While at school or involved in any school-related activity, I will not have involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering or any other similar safe guards that is in place at school for the protection of myself and others.
8. If I accidentally access inappropriate material, I will:

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| <ol style="list-style-type: none"><li>1. Not show others</li><li>2. Turn off the screen or minimise the window and</li><li>3. Report the incident to a teacher immediately.</li></ol> |
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9. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the copyright law. I also understand that anyone who infringes copyright may be personally liable under this law and criminal sanctions may apply.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone) I bring to school or a school-related activity. Regardless of what I choose to store on my own computer, images or material on such equipment/devices must be appropriate to the school environment.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. Only in exceptional circumstances will I give out any personal information (including photos) online about myself or any other person and only then with the specific approval of a teacher. I will also get permission from any other person involved. *Personal* information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and 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 cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
14. I understand that the school's ICT hardware and software is provided for the use of students for educational purposes only and that my use of ICT equipment in a school context is therefore subject to scrutiny by the School whenever the School considers this to be necessary or appropriate. To this end I understand that the School does monitor traffic and material sent and received using the school's ICT network. The school does use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. 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.
16. I understand that printing of materials of a personal or "private" nature or not associated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge.
17. Any sources used in research must be cited and credit given to the author/creator. Copying of work and claiming it as your own is a serious breach of conduct.
18. I understand that sending, downloading or displaying offensive material including obscene language and pornography, installing packet sniffers, password generators and keystroke recording software and intentionally wasting bandwidth and printing resources, etc is not permitted.
19. I understand that if I break these rules my:
  - First offence will result in a minimum 2 day suspension of my user account and the offence will be recorded.
  - Second offence will result in a minimum 1 week suspension of my user account and parental contact will be made.
  - Third offence may result in a school suspension and/ or other sanctions determined by the Principal at an interview with parents.

For the more serious breaches of school rules, such as bullying and harassing of students, abuse of teachers, damaging equipment, bypassing system filters the school's response will be determined by an Assistant Principal and/or the Principal. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it is necessary for the school to inform the police.