



LAMBERT SCHOOL

## LAMBERT SCHOOL

---

# Cyber-Safety & ICT Policy

The measures to ensure the safety of Lambert School community are based on our core values. To assist us to enhance learning through a safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

The computer network, Internet access facilities, computers and handheld devices bring great benefits to the teaching and learning programs at Lambert School. The ICT equipment is for educational purposes appropriate to the school environment.

The overall goal of Lambert School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use agreement includes information about the obligations of the parent, student and the school and the nature of possible consequences associated to breaches that undermine the safety of the school environment. Where a student is suspected of an electronic crime, either with a school device or a personal device, the device may be confiscated and handed over to the police.

While every reasonable effort is made by schools and department administrators to prevent student's exposure to inappropriate content it is not possible to completely eliminate this risk. This especially includes student devices that may not be connected to our network, and therefore we recommend the use of appropriate Internet filtering software at home.

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

## **Lambert School ICT Use agreement**

**Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practises when using ICTs. We encourage you to discuss the following strategies with your child as they may assist in keeping your child stay safe in the home environment.**

1. I will not use the school ICT equipment until my parents/caregivers and I have signed the Use Agreement Form and the completed form has been returned 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 name
3. I will keep my password private
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material that might put me or someone else at risk (e.g. bullying or harassing)
5. I will use ICTs only for positive purposes and not to be mean, rude or offensive or to bully and harass anyone in any way
6. I will use my mobile phone only at the times agreed by the school during the school day
7. I will go online or use the internet at school only when a teacher gives me permission and an adult is present
8. While at school I will:
  - Access, attempt to access, download, save and distribute only age appropriate and relevant material
  - Report any attempt to get around or bypass security, monitoring and filtering that is in place at the school
9. If I accidentally access inappropriate material, I will
  - Not show others
  - Turn off the screen or minimise the window
  - Report the incident to the teacher immediately
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of the teacher or the owner of the original material
11. My privately owned ICT equipment (including a USB) that I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/device must be appropriate to the school environment
12. I will respect all school ICTs and will treat all ICT equipment with care. This includes:
  - Not attempting to hack or gain unauthorised access to any systems
  - Not intentionally disrupt the smooth running of any ICT systems
  - Report any breakages/damages to a staff member
13. The school may monitor traffic and material sent and may audit its computer network, internet access facilities and other ICT equipment/devices (including email)
14. If I do not follow cyber-safe 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 any personal items for potential police examination

## Lambert School ICT Use agreement

### To the Parent/Caregiver:

Please read this page carefully to ensure that you understand your responsibilities under this agreement. Return the signed Use Agreement to the school

### I understand that Lambert School will:

- Enforce the cyber-safety requirements detailed in the Use Agreement
- Do its best to enhance learning through the safe use of ICTs. This includes working in restricted access to inappropriate, illegal or harmful material on the internet or on school ICT equipment at school or school related activities
- Provide members of the school community with cyber-safety education designed to complement and support the use of ICT's
- Welcome enquiries at any time from parents/caregivers or students about cyber-safety issues

### For the Student: My responsibilities include:

- Reading, or having an adult read this Use Agreement carefully
- Following the strategies and instructions whenever I use the school's ICTs
- Following the strategies whenever I use a privately owned ICT device on the school site or at any school related activity, regardless of the location
- Avoiding any involvement with materials or activities that could put my own safety, or the safety of the school or other members of the school community
- Taking care of the school ICTs and understand that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- Keeping this document somewhere safe so that I can refer to it in the future
- Asking the teacher if I am unsure about anything in this agreement

---

### LAMBERT SCHOOL ICT USE AGREEMENT

We have read and understood this ICT Use Agreement and we are aware of the school's initiative to maintain a cyber-safe learning environment.

Name of Student .....

Signature of student..... Date .....

### For the Parent/caregiver: My responsibilities include:

- Reading this Use Agreement carefully and discussing it with my child so that we both have a clear understanding of our roles in maintaining a safe school environment
- Ensuring this Use Agreement is signed by my child and by me and returned to school
- Encourage my child to follow the cyber-safe strategies and instructions
- Contacting the school if there is any aspect of this Use Agreement I would like to discuss

Name of parent/caregiver.....

Signature of parent/caregiver ..... Date .....

Please note that this agreement will remain in force as long as your child is enrolled at the school. If it becomes necessary to add/amend any information or rule, you will be notified in writing.