

Cyber-Safety User Agreement

To the student and parent/legal guardian: Please read below carefully to check that you understand the cyber-safety user requirements at St Leonard's College.

1. If I have my own user name, I will log on only with that user name. I will not give permission to anyone else to access my user name. At the end of each session, I will log off to maintain security.
2. I will keep my password private.
3. While at school or involved in a school-related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
4. I will use the Internet, e-mail, social media, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone in the school community, or the school itself.
5. I will use my mobile phone as stated in the Behaviour Policy.
6. While at school, I will:
 - access, attempt to access, download, save and distribute only age-appropriate and relevant material;
 - not attempt to get around or bypass security, monitoring and filtering that is in place at school.
7. If I accidentally access inappropriate material, I will:
 - not show others;
 - turn off the screen or minimise the window;
 - report the incident to a teacher immediately.
8. 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 a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I understand that I may be personally liable under this law. This includes downloading such files as music, videos, games and programs or using proxy sites to bypass a firewall.
9. My privately owned ICT equipment/devices, such as a laptop, mobile phone, tablet, USB/portable drive I bring to school or use for a school-related activity, are also covered by the User Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will be mindful of personal safety when I put personal information online. Personal identifying information includes any of the following:
 - my full name;
 - my address;
 - my school;
 - my e-mail address;
 - my phone numbers;
 - photos of me and/or people close to me.
11. I must seek permission from others before filming, photographing and/or uploading any identifying information, videos or images regarding them.
12. I will respect all school 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.
13. I understand the following:
 - a. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
 - b. The school may monitor and 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 e-mail.
 - c. If I do not follow cyber-safe practices, the school may inform my parents/legal guardian. In serious cases, the school will 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.

Student: I have read the above and agree to maintaining these cyber-safety user requirements while using ICT at St Leonard's College.

Signature of student: Date.....

For the Parent / Legal Guardian: I have discussed the above with my son/daughter and encourage my child to follow the cyber-safe user requirements while using ICT at St Leonard's College

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