Lincoln Gardens Primary School

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Government of South Australia
Department for Education

Cyber Safety Policy

Overview:
Measures to ensure the cyber-safety of Lincoln Gardens Primary School are based on our core values: Respect, Responsibility, Relationships and Resilience.

To assist us to enhance learning through the safe use of information and communication technologies (ICT). All parents/caregivers will read this document and sign the Use Agreement Form.

Use Agreement and Practices:
Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreement for staff and students.

Child Protection Education, such as the Child Protection Curriculum also include information about remaining safe when using new technologies. Information from these is provided to students and parents throughout the year.

The computer network, internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Lincoln Gardens Primary School and to the effective operation of the school. ICT equipment is for educational purposes which are appropriate to the school environment, whether it is owned or leased either partially or wholly by the school, and used on or off-site.

The overall goal of Lincoln Gardens Primary School is to create and maintain a cyber-safe culture keeping within school values and which addresses legislative and professional obligations.

The 'User Agreement' contains information about individual obligations, responsibilities and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school equipment.

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.

Monitoring and Filtering:
Materials sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites including email. Where a student is suspected of an electronic issues, this may be notified to the South Australia Police. Where a personal electronic device, such as a mobile phone is used to capture images of a crime, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DfE administrators to prevent exposure of children to inappropriate content while using departmental online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE can not filter mobile devices owned by a student. DfE recommends the use of appropriate internet filtering software on all devices. At Lincoln Gardens Primary School we do not encourage students to bring electronic devices like mobile phones, ipads/ipods/ DS etc to school. However, if they do need to, these devices are to be passed on to a member of staff in the front office for safe keeping during the day. The school takes no responsibility for these devices.

More information about internet filtering can be found on the following websites:
Australian Communications and Media Authority: http://www.acma.gov.au/

Kids Helpline: https://kidshelpline.com.au/?gclid=CIvpi5-PhNACFcmTvQod_eEB1A

Bullying No Way: https://bullyingnoway.gov.au

Further information:
For further information and/or to discuss any concerns or queries regarding cyber-safety or using the internet and ICT equipment/devices, please contact the Principal, 08 86826277

Strategies to ensure the Cyber-Safety of Lincoln Gardens Primary School:
Parents/caregivers play a critical role in developing knowledge, understanding and ethics around children's safety and safe practices, regardless of the time of day. Lincoln Gardens Primary School invites all parents/caregivers to discuss with their child/ren the following strategies to help stay safe when using ICT during or after school hours:

- Not using school ICT equipment until the User Agreement Form has been completed and returned to school
- Only using the computers and other ICT equipment for learning
- Only going online or using the school internet when a teacher gives permission and an adult is present
- Always asking a teacher first if unsure whether allowed to do something involving ICT
- Only using their own username and not allowing anyone else to use that user name
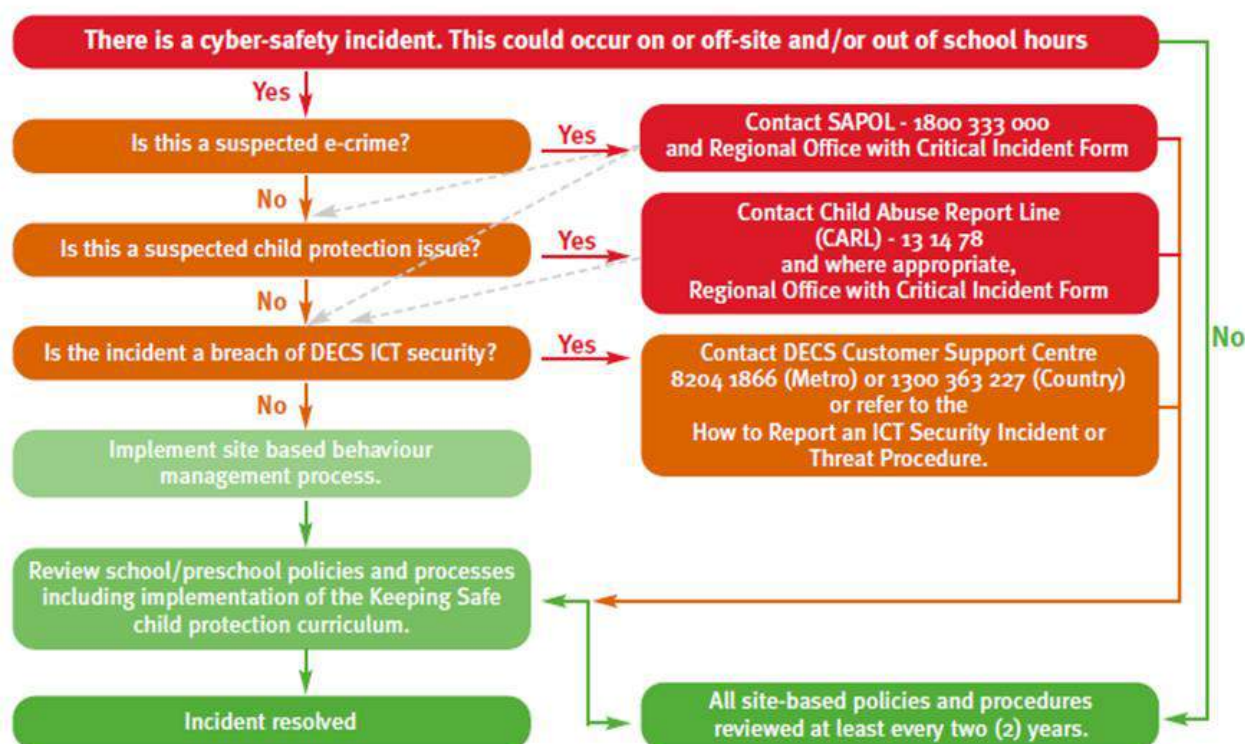- Keeping all passwords private

- Only using the internet, email, mobile phones or any ICT equipment for positive purposes. Not for inappropriate, mean, rude or offensive purposes or to harass, bully or in any way to cause harm anyone else, or the school itself – even if it is meant as a joke.
- While at school:
    - Only attempting to search for things online that are known to be acceptable at school. This includes anything that is rude or violent or uses unacceptable language such as swearing
    - Reporting any attempt to get around, or bypass, security, monitoring and filtering in place at the school
- If anything is found online that is upsetting, rude or mean or is known to be unacceptable at school, students will follow these steps:
    - Not showing or sharing the content with others
    - Turning off the screen
    - Getting a teacher straight away
- Only connecting an ICT device to school ICT technologies (including USB/portable drives, cameras or phones) with permission from the teacher. This includes all wireless/Bluetooth technologies
- Only using devices that have been electrically tested and certified by the school eg chargers
- Only downloading or copying files such as music, videos, games or programs with the permission of a teacher and the owner of the original material, to ensure compliance with copyright laws
- Always asking a teacher's permission before putting personal information online, which includes any of the following:
    - Full name
    - Address
    - Email address
    - Phone numbers
    - Photographs/Videos
- Respecting and treating all school ICT equipment/devices with respect, including:
    - Not intentionally disrupting the smooth running of any school ICT systems
    - Not attempting to hack or gain 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 teacher immediately
- Report any system problems to a teacher, to be logged on the ICT support http://plhs.zendesk.com

Breaches:

If a student does not follow cyber-safety practices, the school may inform parents/caregivers, and may take disciplinary action. Families may also be charged for any damage or repair costs, where applicable.

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 personal items securely for

potential examination by police. These actions may occur even if the incident occurs off site and/or out of school hours.

Responsibilities:

Lincoln Gardens 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 Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- Ensure staff keep up to date about the relative risk and educational benefits of online learning activities in learning programs
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents/caregivers/legal guardians or children, about cyber-safety issues

Parents/Caregivers will:

- Discuss information about cyber-safety with their children and explain why it is important
  - https://www.youtube.com/watch?v=kHYkWtI7004 (Youtube-Privacy Student info)
  - https://www.youtube.com/watch?v=6TUMHplBveo (Youtube-Your digital footprint)
- Support the school's cyber-safety program, by ensuring to their child/ren follow cyber-safety strategies and sign the Cyber-safety 'Use Agreement'

- Contact the Principal or a teacher, to discuss any questions or concerns that they may have about cyber-safety, using of ICT at school and/or the Cyber-safety Use Agreement.

Important Terms:

E-crime – occurs when computers or other electronic communication equipment/devices (eg internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Inappropriate material – material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment.

Cyber Bullying – bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technology such as email, facebook, chat-room discussion groups, instant messaging, webpages or SMS (texting) – with the intention of harming another person.

School ICT – refers to the school's computer network, internet facilities, computers, and other ICT equipment/devices.

ICT equipment/devices – computers (such as laptops, desktops, PDAs) storage devices (USB/flash memory devices, CDs, DVDs, floppy discs, iPads/iPods, MP3 players) cameras, all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players) and any other similar technologies.

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