

# CYBERSAFETY AT JCSS ELEMENTARY SCHOOLS

## ***CYBERSAFETY USE AGREEMENT FOR ELEMENTARY STUDENTS***



This document is comprised of this cover page and four sections:

**Section A: Introduction**

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

**Section C: Cybersafety Agreement for Elementary Students**

**Section D: Non-Use Agreement**

### **Instructions for parents\*/caregivers/legal guardians**

1. Please read all sections carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss these cybersafety rules with your child.
3. If you **do not** agree with these rules and choose not to allow your child to use JCSS technology, please sign the non-use agreement form (see Section D) and return that page to the school office.
4. Please keep Sections A, B, and C for future reference.

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

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

- (a) **'Cybersafety'** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) **'School technology'** refers to the school's computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below
- (c) The term **'technology 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
- (d) **'Objectionable'** in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

## SECTION A

### *INTRODUCTION*

The measures to ensure the cybersafety of JCSS Elementary Schools outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at JCSS Elementary Schools, and to the effective operation of the schools.

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.

Students are provided instruction in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. School staff members receive Georgia Cybersafety Initiative (GaCSI) School Staff Training. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students. Records are maintained to verify participation of student and staff trainings.

All students will be issued with this document. If a non-use agreement (see Section D) *is not* returned to the school, students will be allowed to use the school technology equipment/devices.

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

The school may monitor traffic and material sent and received using the school's technology network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit.

## SECTION B

### *CYBERSAFETY RULES FOR ELEMENTARY STUDENTS*

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

1. I cannot use school technology equipment until my parent(s) and I have received and read this cybersafety agreement.
2. I can only use the computers and other school technology equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving technology, I will ask the teacher first.
4. 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.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any technology equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any technology, I will:

- Not show others
  - Get a teacher
10. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any technology equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.
12. I will not connect any device (such as a USB drive, camera or phone) to school technology or run any software, without a teacher's permission. This includes all wireless technologies.
13. These school cybersafety rules apply to any technology brought to school like a mobile phone.
14. I will ask my teacher's permission before giving out any personal information online.

**Personal Information includes:**

  - **Name**
  - **Address**
  - **Email address**
  - **Phone numbers**
  - **Photos**
15. I will respect all school technology and will treat all technology equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school technology systems
  - Not attempting to hack or gain unauthorized access to any system
  - Following these school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
  - Reporting any breakages/damage to a staff member.
16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

**SECTION C**  
**CYBERSAFETY AGREEMENT FOR ELEMENTARY STUDENTS**

To the parent/caregiver/legal guardian, please:

- 1. **Read this page carefully** to check that you understand your responsibilities under this agreement
- 2. **Keep the document for future reference**

I understand that JCSS Elementary Schools will:

- Do their best to enhance learning through the safe use of technology. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school technology equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this agreement on file
- Respond to any breaches in an appropriate manner
- Welcome inquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety agreement document
- I will discuss the information with my child and explain why it is important
- I will support the school’s cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of technology
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

**SECTION D**  
**NON-USE AGREEMENT**

Please detach and return this section to school if you **do not** agree with these policies and choose **not to allow** your child to use JCSS technology.

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I have read this cybersafety use agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment. However, I do not wish for my child to be able to use technology.

Name of student: ..... Student’s signature: .....

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

Parent’s signature: ..... Date: .....

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.