

# Kingdom Culture Christian School

## CYBERSAFETY USER AGREEMENT

### Reviewed March 2021

#### INSTRUCTIONS

- Parents/ caregivers/ legal guardians please read all sections carefully and discuss with your children.
- Parents sign Section C and return it to the KCCS front office (with the Enrolment Application Form for a new student).
- If you have any questions about this agreement, please contact the school.

## Section A: Introduction

This Cyber Safety User Agreement applies to:

- The use of the KCCS network and all KCCS ICT equipment and devices.
- All privately owned ICT equipment and devices that access the KCCS network.
- The use of privately owned ICT's when related to KCCS or the KCCS community.

The overall goal of KCCS is to create and maintain a cyber-safe culture that is in keeping with the values of the school, and legislative professional obligations. The User Agreement includes information about your obligations as KCCS families and student responsibilities as well as the nature of possible consequences associated with cyber safety breaches that undermine the safety of the school environment.

The term ICT equipment and devices used in this document, includes, but is not limited to, computers such as laptops, tablets; storage devices such as CD, DVD, iPod or MP3 players; video, digital or webcam cameras; all types of mobile phones, video, audio players including portable players, and any other similar technologies as they come into use. Any images or material on personal devices brought to school must be appropriate to the school environment.

## Section B: Student Use of Devices - rules to help keep KCCS students cyber safe

1. The student can only use their device whilst at school for school approved use. No video games are allowed except where they are part of a teaching/ learning activity.
2. The student can only use their KCCS email account for school approved use, not personal use.
3. Students will observe all protocols required by the School regarding computer viruses and will not knowingly place a virus or other malware onto a school device.
4. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including email, and that the school may monitor user screens and material sent and received using the school's ICT network.
5. Students may only search the internet at school when a teacher gives permission and when there is staff supervision.
6. While at school, a student will not:
  - Access or attempt to access, inappropriate, age-restricted, or objectionable and offensive material such as pornography, cruelty, or violence that is incompatible with the ethos of KCCS.
  - 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 that is in place at the school.

7. No material is to be downloaded or installed (files such as music, video, games or programmer) without the permission of the teacher. Copyright regulations will be followed.
  
8. No private information is to be posted online about a student unless permission is received. Private information includes name, address, email address, phone numbers, and photos.
9. No student will use another person's login to access the network.
10. No student will behave online that brings the school into disrepute or that offends others. This involves not posting inappropriate, offensive or threatening material. This applies both at and away from the geographical school location.
11. No person will engage in cyber-bullying behaviours directed to another member of the school community. This can be defined as any material posted (in any form such as photos or print) on a website or sent on the internet or any other technological device which identifies, bullies or harasses individual students, groups, parents and families, staff or others in the school community. It can include:
  - Threatening emails or texts.
  - Defamatory, embarrassing or personal information on social media platforms or other message board sites.
  - Posting information or photos without the individuals' permission with the intent to cause harm.
12. Rules governing the use of the KCCS Parent Facebook page are outlined in the KCCS Parent Information Booklet.
13. Students may bring mobile phones to school but cannot use them whilst at school. All parent/ student contact/ communication during the school day is through the Front Office. Students will surrender their mobile phones to the class teacher at the beginning of the day, where it's kept in a locked cupboard.
14. If students break these rules, the student may be subject to the loss of internet privileges or other disciplinary options (refer to Parent information booklet).
15. In the case of very serious breaches by students or families, a student's enrolment may be jeopardized.

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## Sections C: KCCS Cyber Safety User Agreement Form (Parent)

To the Parent /Legal guardian/Caregiver, please:

1. Read these pages carefully to check you understand the responsibilities of the students and families under this agreement.
2. Keep sections A and B of the Cyber Safety User Agreement for future reference.
3. Detach and return to this page, Section C to KCCS or with the Enrollment Application if applicable.

### **SCHOOL: Kingdom Culture Christian School responsibilities include –**

- KCCS will do its best to keep the school cyber safe by maintaining an effective cyber safety program. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or at school-related activities and enforcing the cyber safety rules and requirements detailed in Use Agreements.
- KCCS will keep a copy of the User Agreement on file for each family.
- KCCS will respond appropriately to any breaches of the User Agreement.
- KCCS will provide members of the school community with cyber safety education designed to complement and support the User agreement initiative.
- KCCS will welcome enquiries from students or parents about cyber safety issues.

### **PARENT / GUARDIAN: My responsibilities include –**

- I have read this User Agreement and have where appropriate discussed it with my child, so there is a clear understanding of their role in the school's work to maintain a cyber safe environment.
- I will encourage my child to follow the KCCS cyber safety rules and instructions.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.

Child or Children's Names: \_\_\_\_\_

Father/Guardian

Mother/Guardian

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

- Please tick if your child will bring a mobile phone

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

## Sections D: KCCS Cyber safety User Agreement Form (Students)

### **Information and Communication Technology**

The expectations about acceptable use outlined below apply to all ICT devices used while on site at Kingdom Culture Christian School and while travelling to or from school. This includes devices owned by the school and the student. Student-owned mobile devices utilising mobile access to the internet are considered subject to this agreement.

Network facilities and internet access are provided to help you with your schoolwork. Any ICT device the school requires you to bring to school is considered a learning tool and is to be used as such. All use of personal devices must reflect the character worthy of a student of KCCS.

All students and parents are required to read and agree to these requirements each year. Students are encouraged to discuss the terms with their parents and teachers.

Breaches of these terms will result in restriction of Network and Internet access. Other consequences, in line with the School's discipline procedures, may be enacted. In case of a breach of this agreement on a personally owned device, the School may confiscate that device, require a parent to collect it from the School, and issue restrictions on that device.

### **Phone Use**

**Mobile phones** are not to be used whilst at school. Phones are to be off and out of sight between 8am and 4pm. If a student is found on their phone, they will be asked to hand it into the school office and not be allowed to use any devices for a week.

All other electronic devices, including music players, are not permitted unless permission has been granted by the Principal. This is to encourage communication and the development of community between students.

Any messages between students and caregivers must go through the front office.

## Sections D: KCCS Cyber Safety User Agreement Form (Students 3-4)

### To be read (with parents)

### User of ICT – Year 3 to 4

As a responsible and safe user of ICT, I will help keep myself and others safe by following the rules:

1. I can only use the computers and other school ICT equipment/devices for my schoolwork.
2. I will observe all protocols required by the School regarding computer viruses and will not knowingly place a virus or other malware onto a school device.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will log on only with my username and will not allow anyone else to use my username.
5. I will not tell anyone else my password. If I need to show my parent/carer something which is password protected, I agree to log in with them.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present. I can only access websites that my teacher directs me to use.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment/device to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to KCCS or the school itself, even if it is meant as a 'joke'.
8. While using a computer I will not:
  - a. Attempt to search for things online. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - b. Make any attempt to bypass security measures, monitoring and filtering that is in place at the KCCS.
9. If I accidentally find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
  - a. Not show other students
  - b. Turn off the screen or minimize the window
  - c. Immediately report the incident to a teacher.
10. I understand that I must not download or install 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. The School Cyber Safety rules apply to any ICT equipment/devices brought to school including mobile phones.
12. I will surrender my mobile phone at the beginning of the day to the class teacher.

After listening to and carefully reading this Agreement, I will fulfil my responsibilities to comply with the Agreement. I know that if I breach this Agreement, there may be consequences.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Sections D: KCCS Cyber Safety User Agreement Form (Students Years 5-12)

### User of ICT – Years 5 - 12

As a responsible and safe user of ICT, I will help keep myself and others safe by following the rules.

As a student at KCCS:

1. I will not access sites, nor access, store or bring electronic material that presents information or images that would not be allowed at school in another form. This includes but is not limited to: explicit material; occult practices; promotion of drug abuse, violence, racial discrimination; and pirated software.
2. I will observe all protocols required by the School regarding computer viruses and will not knowingly place a virus or other malware onto a school device.
3. I will not undertake any activity that will significantly compromise the performance of the network.
4. I will not use School ICT devices for personal or private activity without permission from a member of staff.
5. I will not cause damage to or interfere with computer hardware, software or system performance of school devices.
6. I will not connect any device to the wired network without the approval of my class teacher.
7. I will not obtain or access information about usernames or passwords for other users of the School's network.
8. I will not share my login details with any student.
9. I will not access secure or restricted areas of the network or the personal data files of others.
10. I will not use the School's name, devices, network or accounts provided by the School to obtain goods or services that have not been authorized by the IT manager.
11. I will not behave online in a way at any time (either inside or outside of school hours) that brings the School into disrepute.
12. I will not post inappropriate, bullying, slanderous or threatening material or messages on any online service, at any time. The School is empowered to issue consequences to students who engage in such behaviour toward another member of the school community (whether adult or child) even if the behaviour occurs outside of school hours, off-site and on a personal device.
13. I will surrender my mobile phone at the beginning of the day to the class teacher.

After carefully reading this Agreement, I will fulfil my responsibilities to comply with the Agreement. I know that if I breach this Agreement, there may be consequences.

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Student Name

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Student Signature

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Date