

### INSTRUCTIONS

- Parents / caregivers/ legal guardians please read all sections carefully and discuss with your children.
- Parents sign Section C or D 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 digital images or material brought to school on a personal device must be appropriate to the school environment.

## Section B: Rules to Keep KCCS Students Cyber Safe

1. The student can only use their KCCS email account for school approved use, not personal use. This includes messaging or chat groups.
2. The student can only use their device at school for school approved use. No video games are allowed except where they are part of a teaching/learning activity.
3. The school will use filtering and monitoring software to restrict access to specific sites and data, including email. The school may monitor user screens and material sent and received using the school's ICT network.
4. Students may only search the internet when a teacher gives permission and staff supervises.
5. While at school, a student will not:
  - a. Access or attempt to access inappropriate, age-restricted, or objectionable and offensive material, such as pornography, cruelty, or violence that is incompatible with the Christian ethos of KCCS.
  - b. Download, save or distribute such material by copying, storing, printing or showing it to others.
  - c. Attempt to get around or bypass security monitoring and filtering that is in place at the school.
6. No material is to be downloaded or installed (files such as music, video, games or programmer) without the teacher's permission. Copyright regulations must be followed.
7. Posting private information about a student without their permission is not permitted. Private information includes name, address, email address, phone numbers, and photos.
8. No student will use another person's login to access the network.

9. No student will behave online to bring the school into disrepute or in a way that offends others. This includes not posting inappropriate, offensive or threatening material both at and away from the geographical school location.
10. No person will engage in cyber-bullying behaviours directed to another school community member. Cyberbullying can be defined as: any material posted (in any form – photos, 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:
  - a. Threatening emails or texts
  - b. Defamatory, embarrassing or personal information on social media or other message board sites
  - c. Posting information or photos without the victim's permission with the intent to cause hatred
11. Rules governing the use of the KCCS Parent Facebook page are outlined in the KCCS Parent Information Booklet.
12. Students must not use mobile phones at school. During the school day, all parent/student contact/communication is via the Front Office.
13. 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).
14. Very serious breaches by students or families may jeopardise a student's enrolment.

## The Use of Information Technology (extracted from Information booklet)

The school is training the students to use technology wisely. It is a tool to enable them to learn more effectively and be used as a gift from God to do good and bless others. Therefore, the following guidelines relate to the use of the student's device at school:

- The students may only use their devices during class time as directed by the teacher. At other times their devices are stored away
- Students may **NOT** use their devices at recess or lunchtime unless they have a teacher's permission to do school work, such as completing a project
- Students may **NOT** use their device when on the premises, before and after school, unless directed by a teacher
- YouTube videos are not to be accessed by students unless under the direction of the teacher in the class
- Parents must ensure that all software (other than school software) on their child's device is age-appropriate and according to the school's ethos
- Students are not allowed to send personal emails from their devices while at school. The only exception is sending emails to the teacher and other students related to schoolwork or activities
- Students & Parents/family members are not allowed to email or contact each other from their devices, including mobile phone, during school hours. All contact with parents and their children must go through the Front Office
- Primary students are not to bring mobile phones to school. If there are extenuating circumstances, parents must seek permission from the Principal. In these cases, the phone is handed in at the office before school and collected after school.
- Secondary students may bring mobile phones but are not allowed to use them during school hours and in school. **Any phones sighted will be confiscated and parents will need to collect them from the office. All contact with parents and their children must go through the Front Office or the teacher.**
- Smartwatches are not permitted at school at any time.
- Due to the risk of explicit language, online music such as "Spotify" is not permitted during school hours. Parents are required to provide appropriate instrumental music for students who wish to listen to music during independent classwork.

**Students who do not abide by this code of conduct will not be allowed to use devices at school for a period of one week.** Parents will be notified of the period of time and advise their child not to bring their devices (this includes mobile phones).

To the Parent / Legal guardian/ Caregiver, please:

1. Read these pages carefully to check that you understand the responsibilities of the students and families under this agreement.
2. Keep sections A and B of the cyber safe User Agreement for future reference.
3. Detach and return to this page, Section C to KCCS or with the Enrolment 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. Where possible, this includes restricting 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 User 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 cyber safety User Agreement and have discussed it with my child. There is a clear understanding of their role in maintaining a cyber safe environment in the school.
- I will encourage my child to follow the cyber safety rules and instructions.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.
- I understand the consequences of breaching the Cyber Safety Agreement

Child/ren’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 until it is superseded by a new agreement. Parents will be advised if this occurs.

**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 on school premises. 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.

## Section E: Cyber safety user agreement form (Students K-4) SIGN & RETURN

### To be read (with parents)

### User of ICT – Kindergarten to Year 4

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

1. I will use my school email account for school use only, not for personal use. This includes, messaging or chat groups.
2. I will not engage with online chat while I am in class.
3. I can only use the computers and other school ICT equipment/devices for my schoolwork.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. I will log on only with my username and will not allow anyone else to use my username.
6. 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.
7. 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.
8. 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'.
9. 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.
10. 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 minimise the window
  - c. Immediately report the incident to a teacher.
11. 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.
12. The School cyber safety Rules apply to any ICT equipment/devices brought to school including mobile phones.
13. If I have been granted permission to bring my phone to school I will surrender it to the school office at the beginning of the day.
14. I will not use my mobile phone at school without permission from staff
15. I will not use my mobile phone whilst on the schools' premises this includes any premises where school activities take place such as sporting events, excursions or school camps.

After listening to and carefully reading this Agreement, I will fulfil my responsibilities to comply with the Agreement. I understand and know the consequences if I breach this agreement.

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

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

\_\_\_\_\_  
Date

## Section E: Cyber safety user agreement form (Students 5-12) SIGN & RETURN

### Use 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 use my school email account for school related work only, not for personal use. This includes private messaging or chat groups.
2. I will not engage with online chat while I am in class.
3. 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.
4. 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.
5. I will not undertake any activity that will significantly compromise the performance of the network.
6. I will not use School ICT devices for personal or private activity without permission from a member of staff.
7. I will not cause damage to or interfere with computer hardware, software or system performance of school devices.
8. I will not connect any device to the wired network without the approval of my class teacher.
9. I will not obtain or access information about usernames or passwords for other users of the School's network.
10. I will not share my login details with any student.
11. I will not access secure or restricted areas of the network or the personal data files of others.
12. 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 authorised by the IT manager.
13. I will not behave online in a way at any time (either inside or outside of school hours) that brings the School into disrepute.
14. 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.
15. I will hand in my mobile phone at roll call to the class teacher.
16. I will not use my mobile phone whilst on the schools' premises this includes any premises where school activities take place such as sporting events, excursion or school camps.

After carefully reading this Agreement, I will fulfil my responsibilities to comply with the Agreement. I understand and know the consequences if I breach this Agreement.

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

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

\_\_\_\_\_  
Date