



ST JOHN BOSCO COLLEGE CYBERSAFETY USE AGREEMENT

POLICY STATEMENT:

Access to network, email and internet services (school services) in Catholic Education Office (CEO) Sydney schools is provided to students in order to support their educational and administrative needs. These school services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of **our College's expectations when students are using the services provided by the College and when using their personal equipment to communicate to or about members of the College community**. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the College's Pastoral Care and/or Discipline Policy.

The College reserves the right to capture, store and review all network activity, internet browsing and emails across our College network as part of our Duty of Care.

This policy also refers to the use of mobile phones which, through advancements in technology, have become video and still cameras as well as portable computers.

This policy addresses the particular use of these technologies that has come to be referred to as **'Cyberbullying'** (See No 4 below). The College will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and/or teachers, or other members of the College Community, or is criminal in nature.

1. When using the school services **students will:**

- ensure that all use of services provided by the College is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable, or would make others feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- always acknowledge the creator or author of any material published.
- keep personal information private, including names, addresses, photographs, credit card details and telephone numbers, of themselves or others.
- ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the College services or personal mobile phones (or similar personal equipment) **students will not**

- disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage, remove parts, change settings or disable computers, computer systems or networks.

- disclose personal information about another person (including name, address, photos, phone numbers)
 - distribute or use information which is copyrighted without proper permission.
 - take photos, video or audio of members of the school community without their consent.
3. When using College services **students will never knowingly** initiate or forward emails or other messages containing:
- a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers or files.
 - chain letters and hoax emails.
 - spam, eg unsolicited advertising material.
4. When using College services or non College services, **students will never** send or publish either through internet sites, email, video, photographs, mobile phone messages or other communication methods:
- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing material or make unreasonable demands.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
 - the school name or crest without the written permission of the Principal.

Students need to be aware that all use of network, internet and email services can be monitored and traced to the accounts of specific users.

The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to act in accordance, based on the intent of this policy.

Please return the signed agreement to the Office

AGREEMENT: *Student Name* _____ *Year* _____

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the College in relation to the use of email, internet and mobile phone services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the College's Pastoral Care and/or Discipline Policy.

Signed _____ Date _____
(Parent/s or Caregiver/s)

I have read and discussed this policy with my parent/carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Signed _____ Date _____
(Student)