

FOUNDED 1896

# **Cybersafety Agreement**

#### Introduction

As an Anglican foundation Guildford Grammar School has a moral responsibility to its staff, students and parents to maintain a safe physical and emotional educational environment; the use of the Internet and Information Communication Technologies (ICT) and a number of related cybersafety issues included. The School recognises and promotes the innate worth of all people, most strikingly experienced and understood in the Incarnation; God dwelling in humanity as Jesus of Nazareth. The School requires all members of its community to live and work by a moral code informed by its Christian foundations and thus to develop attitudes, behaviour and conduct based on mutual respect and concern for each of God's people. Meanwhile, the School recognises and acknowledges its statutory obligations in these matters.

The School trusts that through ongoing programs of education and surveillance it can ensure that its facilities will be used only for proper and agreed purposes. Where that is found not to be the case the School has in place policy and praxis which allow for correction, reparation and repentance. In the case of blatant and successive disregard for these moral and legal requirements the School may choose to invoke the sanction of exclusion and/or police involvement.

The School is a signatory to the *Kandersteg Declaration Against Bullying in Children and Youth.* Our measures to ensure the cybersafety of the members of the Guildford Grammar School community outlined in this document are based on our core values of respect, honesty, integrity, responsibility, compassion, spiritual growth, and citizenship.

The School's IT network, including internet access facilities, computers and other School ICT equipment/devices bring great benefits to the teaching and learning programmes at Guildford Grammar School, and to the effective operation of the School.

Our School has rigorous cybersafety practices in place, which include signed cybersafety use agreements for all School staff and students. Monitoring of all electronic traffic on our network.

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.

All families will be issued with a user agreement and once accepted students will be able to use the School ICT equipment/devices.

The School's computer network, Internet access facilities, computers and other School ICT equipment/devices are for educational purposes appropriate to the School environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the School, and used on *or* off the School site. It is important that Private laptops brought to the school campus need to be taken to the IT department in the library for installation of management applications.

# Rules to help keep Guildford Grammar Students Cybersafe

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

- 1. I understand that if I break these rules, the School may inform my parent(s). In serious cases the School will take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, the School will inform my parents prior to possibly informing the police.
- 2. I cannot use School ICT equipment until my parent(s) and I have read and consented to my acceptable use agreement form (see Section C).
- 3. I understand that I have been issued with my own user ID and I will log on only with that user ID. I will not allow anyone else to use my user ID. I can be held responsible for the actions of another user using my ID.
- 4. I will not share with my password with anyone.
- 5. While at School or on a School-related activity, I will not have any involvement with any ICT material or activity which might cause harm to myself or anyone else (e.g. bullying or harassing). I will immediately (or as soon as possible) alert a staff member if I witness others engaging in such activity. This may be done anonymously by a note placed in the bully box located in the library.
- 6. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way cause harm to another person, even if it's meant as a joke.
- 7. I understand that the rules in this use agreement also apply to mobile phones. I will not use my mobile phone to disrupt School routines, interfere with the rights of others or to interrupt others. Failure to comply will result in confiscation. Phones can be collected from the Headmaster's Administration, and second time offenders will be required to have their mobile phones collected by their parents.
- 8. I understand that if I bring a private computer to school it must taken to the IT Department for installation of management applications and the computer ID recorded before connecting to the School's ICT network.
- 9. While at School, I will not:
  - Access, or attempt to access, inappropriate, or age restricted material;
  - Download, save or distribute such material by copying, storing, printing or showing it to other people, including anything brought on a storage device;
  - Make any attempt to bypass security, monitoring and filtering that is in place at School;
  - Upload to the 'O' drive without staff approval;
  - Access or attempt to access any part of the School's network that I am not authorised to access:
- 10. If I accidentally access inappropriate material, I will:
  - Not show others
  - Immediately turn off the screen or close the window and
  - Immediately report the incident to a teacher or Technical Support.
- 11. I understand that I must not download any files such as videos, games or programmes without permission of a staff member. This makes sure the School complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under the law.
- 12. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to School or a School-related activity. Any images or material on such equipment/devices must be appropriate to the School environment.
- 13. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, School ICT without a staff member's permission. This includes all wireless technologies.

- 14. I will not post any personal and/or identifying information including photos of another person without first obtaining their permission (This includes all members of the Guildford Grammar School community). Taking photographs or video footage with mobile phones is not allowed.
- 15. I will respect all ICT systems in use at School and treat all ICT equipment/devices with care. This includes:
  - · Not intentionally disrupting the smooth running of any School ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all School cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member;
  - I will not damage the School's ICT equipment in any way.
- 16. I understand that the School will monitor traffic and material sent and received using the School's ICT network. The School does use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- 17. I understand that the School does audit its computer network, Internet access facilities, computers and other School ICT equipment/devices and may commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email. Any privately owned ICT equipment/devices used at the School, or on a School activity, may be audited if any suspicion of inappropriate materials contained there on.

Breaches of these rules will be dealt with through a range of consequences from confiscation of equipment, blocking access to the School network, suspension, expulsion and police involvement.

## Acceptable Use Agreement Form

# To the student and parent/legal guardian/caregiver, please:

- Read the Sections of this agreement carefully to check that you understand your responsibilities under this agreement;
- 2. Go to www.cybersafety.ggs.wa.edu.au and follow the directions;
- 3. Once both the student and parent have accepted the Acceptable Use Agreement Form on the website the student's access to the school network will be reinstated.

#### We understand that Guildford Grammar School will:

- Do its best to keep the School Cybersafe, by maintaining an effective Cybersafety Programme. This
  includes working to restrict access to inappropriate, harmful or illegal material on the Internet or School
  ICT equipment/devices at School or at School-related activities, and enforcing the Cybersafety rules and
  requirements detailed in use agreements;
- Keep an electronic record of each family's completed Acceptable Use Agreement Form;
- Respond appropriately to any breaches of the use agreements;
- Provide members of the School community with cybersafety education designed to complement and support the use agreement initiative;
- Welcome enquiries from students or parents about cybersafety issues.

## Section for student

# My responsibilities include:

- I will read, sign and discuss this cybersafety use agreement carefully with my parents;
- I will follow the cybersafety rules and instructions whenever I use the School's ICT;
- I will have my personal computer authenticated by IT department before connecting to ITC network.
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the School site or at any School-related activity, regardless of its location;
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the School or other members of the School community;
- I will take proper care of School ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may be held responsible for the cost of repairs or replacement;
- I will keep this document somewhere safe so I can refer to it in the future;
- I will ask the School Counsellor, or my Head of House, if I am not sure about anything to do with this agreement;
- I will not engage in any actions that will or may have a negative impact upon any member of the Guildford Grammar School community whilst using any form of ICT, whether at school or not.

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences. Please click the appropriate button below.

## Section for parent/legal guardian/caregiver

### My responsibilities include:

- I have read this Cybersafety use agreement carefully and discussed it with my child so we both have a clear understanding of their role in the School's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the School
- I will encourage my child to follow the Cybersafety rules and instructions
- I will contact the School Counsellor if there is any aspect of this use agreement I would like to discuss.

I have read this cybersafety use agreement document and am aware of the School's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Please note: This agreement for your child will remain in force for the remainder of the Calendar year. Annual acceptance of the Acceptable Use Agreement Form will be required. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.