

# Cybersafety at Coatesville School



## Rules To Help Keep Coatesville School Students Cybersafety

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

1. I cannot use school ICT equipment until my parent(s) and I have signed and returned my use agreement form.
2. If I want to bring a chromebook or laptop to school (Year 4-6 only) then I must also have a signed 'BYOD' User Agreement form.
3. If I want to bring any other ICT equipment/device from home (mobile phones, smart watches, games, cameras) then I need written permission from home and agreement from the school. I will give these devices to the office or my classroom teacher upon arrival and will be able to collect them at the end of the day.
4. I will use devices and other school ICT equipment to support my school learning **ONLY**, after discussion with my teacher. I will always ask first if I am ever unsure if I am able to use a device, or access any website or app.
5. I will respect all school ICT & will treat all ICT equipment/devices with care. Including:
  - Not touching or using ICT equipment belonging to staff or other students
  - Reporting any breakages/damage immediately to a staff member.
6. While at school, I will not:
  - Attempt to search for things online that I know are unacceptable at our school. This could include anything that is rude, 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.
  - Use the Internet, apps, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else.
  - Use a device on school grounds outside of lesson times i.e. before/after school or during break times.
7. I will only log on with my Coatesville School account. I will not allow anyone else to use my accounts or tell them my password. I will not attempt to log in to anyone else' account.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
  - **Not show others**
  - **Turn off the screen**
  - **Get a teacher straight away**
9. I will ask my teacher's permission before attempting to communicate with people outside of the school or giving out any personal information online. I will also get permission from any other person involved. Personal information includes: **name, address, email address, school name, phone numbers, photos**
10. I understand that if I breach the Cybersafety Agreement then the Coatesville School Classroom Behaviour Procedures will be followed. This may result in loss of access to my own or school devices and my parents being contacted. I also understand that my family may be charged for any repair costs.

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I have read this 'CyberSafety User Agreement Form' and I understand the responsibilities outlined.

Name of student:

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Student's signature:

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Name of parent/caregiver/legal guardian:

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Parent's signature:

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Date:

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