



## CYBER-SAFETY AT AMERICAN INTERNATIONAL SCHOOL MONROVIA (AISM)

Parent/Caregiver:

The measures to ensure the cyber-safety of AISM are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and students, who have been involved in the development of the agreement.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at AISM and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned, leased either partially or wholly by the school, and used on or off AISM campus

The overall goal of AISM is to create and maintain a cyber-safety culture that is in keeping with our values and with professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement. Once a signed consent is returned to AISM, students will be able to use the school ICT equipment and service.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data including e-mail. Where a student is suspected of inappropriate use, this will be reported to the staff. Where a personal electronic device such as a mobile phone is used to capture inappropriate images, the device will be confiscated and handed to AISM staff, or an investigating authority.

While every reasonable effort is made by AISM staff to prevent children's exposure to inappropriate content when using the AISM ICT system, it is not possible to completely eliminate the risk of such exposure. In particular, AISM cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. AISM recommends the use of appropriate Internet filtering software.

Learn more about internet content filtering at these sites:

<http://www1.k9webprotection.com/aboutk9/protect-my-children>

<https://www.mcafee.com/us/resources/data-sheets/ds-siteadvisor-enterprise.pdf>,

<https://www.sonicwall.com/SonicWall.com/files/89/89ea5b88-66fb-4c61-91a3-07708facd54a.pdf>

Please contact AISM Director, if you have any concerns about your child's safety in using the Internet and AISM ICT equipment/devices.

Sincerely:  
AISM Director



## STRATEGIES TO HELP KEEP AISM CHILDREN CYBER-SAFE

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school [or preschool] and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to AISM.
2. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. If I have my own username, I will log on only with that user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
8. While at school, I will:
  - ✚ attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.
  - ✚ report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - ✚ not show others
  - ✚ turn off the screen
  - ✚ get a teacher straight away
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. While at school, I will ensure it is safe before I put any personal information online. Personal identifying information includes any of the following:
  - ✚ my full name
  - ✚ my address
  - ✚ my e-mail address
  - ✚ my phone numbers, photos and tags of me and/or people close to me.
15. I will respect all school ICTs and will 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 cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - ✚ reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform my parents and hold securely personal items for potential examination.



**To the Parent/Caregiver/Legal guardian:**

**Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed User Agreement to AISM.**

**I understand that [AISM] will:**

1. Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
2. Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
3. Respond to any breaches in an appropriate manner.
4. welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

**My responsibilities include:**

1. Discussing the information about cyber-safety with my child and explaining why it is important
2. Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
3. Contacting AISM staff or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.



## CYBER-SAFETY USE AGREEMENT

I have read and understood this Cyber-safety Use Agreement, and I am aware of the school's initiatives to maintain a cyber-safe learning environment, and consent AISM ICT equipment and service use.

Name of child:.....

Group/Class: .....

Name of parent/caregiver/legal guardian:.....

Signature of parent/caregiver/legal guardian.....Date:.....

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

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.