



## Adelaide West Special Education Centre

### Draft Cyber Safe Policy

#### Rationale

At Adelaide West Special Education Centre, we are committed to ensuring our hardware and software infrastructure supports and protects the welfare of our students. Technology is a fast and rapidly progressing industry and our staff are committed to ensuring the latest DECD cyber security protocols are in place and implemented at all times. Every effort is made to protect student's identity and their online work. We provide learning opportunities for cyber safety strategies by teaching our students to:

- recognise danger signs when accessing digital devices
- identify trusted adults who can assist them if they feel unsure or unsafe
- persist in looking for help when they feel unsafe at school, at home or in the community

#### Our Responsibilities

*Adelaide West Special Education Centre will:*

- Restrict access to inappropriate, illegal or harmful material on the internet or on ICT equipment / devices, in line with DECD guidelines
- Support student learning through modelling the safe use of ICTs
- Use strategies and resources from the Child Protection Curriculum to explicitly teach students safe practices when on-line
- Respond to any misconduct in a supportive manner, using opportunities to teach safe behaviours. If an e-crime has been committed, in accordance with DECD guidelines, it may be necessary to inform DECD and the Police
- Be available to discuss, with families/caregivers, any concerns regarding cyber-safety
- Ensure that all staff are aware of and follow DECD guidelines on use of social networking as described in the DECD Protective Practices document (Department of Education and Children's Services 2005. P11) and DECD Social Media Guidelines which state that staff:  
*Do not 'friend' students (or their parents) on Facebook, not even with a 'teacher' presence. You can 'like' a page or participate in a group together but don't click 'Add as friend'.*
- Families will be informed of DECD protocols relating to ICT regularly in the newsletter.

#### Student use of the Internet at School

Teachers may decide that students who have developed sufficient skills to access the internet independently may do so. The attached agreement should be completed by these students in consultation with their teacher and families will be informed that students are now able to access the internet for educational purposes at school.

## Using the Internet at School – Student Agreement

- When I want to use the internet I will ask a staff member if it is OK. If I am unsure I will always ask a staff member
- If I can't remember my login details, I will ask a staff member for help. I will always use my own login details.
- I will be responsible when I use the computer or the iPad. I will only write respectful messages. I will not write mean or rude messages or bully anyone, even if it is meant to be a joke.

While at school, I will:

- Follow staff instructions and only go on sites that I know are OK at school
- Tell staff straightaway if I see anything on the computer or iPad that is disrespectful, mean or rude
- Tell staff if I bring some new ICT equipment from home. I will not use it at school until I have asked staff
- Ask staff if it is OK before I print or download something off the internet
- Not share private information about me (e.g. name, address, age) on the computer/IPAD.
- Be responsible when I use computers and iPad. I will take care of all equipment and follow the behaviour code.
- Tell staff if a piece of computer or iPad is damaged or broken

**If I do not follow the rules about being safe and responsible when I am using computers or iPADS, staff might call my parents/carers. If I break something, my parents/carers might have to pay for it. If it is really serious, the Police might be called.**

**Student's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We encourage parents / caregivers or guardians to discuss this information with their child and explain why it is important.

Ratified by Governing Council

Review date