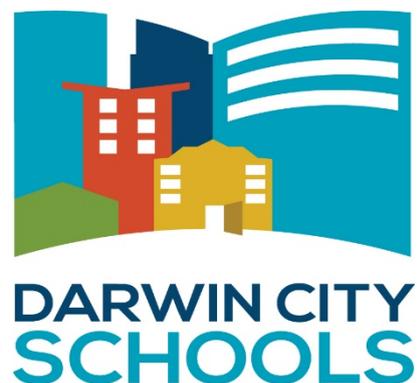




# Student and Parent School Information Handbook



## Cybersafety Background Information for Parents



This cybersafety background information may be helpful as you read through and discuss the Cybersafety Use Agreement with your child.

These are the eighteen rules to help keep students cybersafe as outlined in the Cybersafety Use Agreement that you and your child have been asked to sign.

### **I cannot use the school ICT equipment until my parent and I have signed the use agreement and it has been returned to school.**

All students must have a use agreement signed by themselves and their parent. Use agreements are an essential part of cybersafety policy and programmes for schools and other organizations.

### **If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.**

The user name is the unique identity by which the network recognizes an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.

### **I will not tell anyone else my password.**

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the student the importance of personal security.

### **While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).**

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in Australia and many other countries. Often students become involved in these acts through peer pressure, without thinking of the consequences.

### **I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.**

Harassing or bullying others will not be regarded as a joke by the school.

**I understand that the rules in this agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.**

Students and parents are also reminded of the school's specific policy on the use of mobile phones at school.

**I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.**

There must be an educational purpose for students to be online or accessing the Internet at school. Having a staff member present will help to ensure student safety.

**While at school, I will not:**

- a) Access, or attempt to access inappropriate, age restricted, or objectionable material
- b) Download, save or distribute such material by copying, storing, printing or showing to other people
- c) Upload any files or software onto any of the schools ICT systems that is not related to school work
- d) Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school (this includes and is not limited to social networking sites such as Facebook, MySpace, Bebo, personal email account such as Hotmail, Yahoo Mail, Gmail. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

**If I accidentally access inappropriate material, I will not show others. I will close or minimize the window and report the incident to a teacher immediately.**

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps students to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.

**I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.**

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material.

**I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, tablet, peripheral device) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.**

Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the school environment.

**I understand that if I bring my own device to use at Darwin Middle School I do so at my own risk. The school is not responsible for lost, stolen or damaged devices. We recommend purchasing insurance for accidental loss or damage and students use a protective case or bag for their personal devices.**

Students should be aware that they are in charge of their own device, the school is not responsible for lost, stolen or damaged devices.

**I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software without a teacher's permission. This includes wireless technologies.**

Connecting devices and installing software from home may cause conflicts with the school ICT systems. The school must also abide by software licensing requirements included with software. This means that if the school has not purchased the software, the school may not be legally entitled to install that software.

**I will ask my teacher's permission before I put any personal information online. I will also get permission from the other person involved.**

This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise student's privacy or security online

**I will respect all school ICT and treat ICT equipment/devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorized access to any system, following all school cybersafety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.**

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others.

**I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data including email.**

The school has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/ device. The school may also use filtering to restrict access to certain sites.

**I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.**

In an audit, all material, files and emails could be checked by the school.

**I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.**

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

\*The term 'parent' used throughout this document also refers to caregivers and legal guardians.

## **Parent Contact Email Address**

To allow us to get the following important information to you, we ask that you supply your email address to the Administration Office.

## **Parent/Guardian Notices**

At Darwin Middle School we like to communicate with Parent/Guardians each week via an electronic newsletter emailed home on a Friday afternoon through Skoolbag. Parent/Guardian Notices contain clear information on what is happening in the school for the following week and also contain important upcoming dates. Parent/Guardian Notices also inform you of the notes and forms that have been sent home with your child, (forms and notes are available from the Office of Good Standing). Newsletters taken home via students can often end up in the bottom of your child's bag with left over lunch, on the bus seats or do not even make it into your child's bag which is why this process is vital to communication between the school and parents.

## **Parent Teacher Online (PTO)**

For Parent Teacher interviews we use an internet based booking system called Parent Teacher Online. It saves time for parents, staff and students and allows parents to manage their own bookings. By using this system you will be able to book the interview times that suit you best using the link on the school website from any internet-connected computer. Your email is used to provide you with your PIN to login.

## **Assessment Schedule & Non-Submission Letters**

Assessment Schedules for each subject are on the school website from week 3 of each semester. They outline the assessment task and due date for each term/semester subject. If your child fails to submit an assignment by the due date, a Non-Submission Letter is emailed home. This allows one week from the date of the letter for the assessment to be completed and submitted. If an email address cannot be provided by parents then they will receive a phone call from the office advising of the Non-Submission Letter which will then be posted out.

## Mobile Phones and Personal Devices



The increased ownership of mobile phones and personal devices requires the school to have rules to ensure that such devices are used responsibly by our students. Our classroom rules state that mobile phones and personal devices must be switched off and left in student bags during and between lessons unless they are instructed by their teachers that they can be used in class for educational purposes.

This rule is intended to ensure that all students can concentrate on their learning without any interruptions while at the same time ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

The school accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child as quickly as possible.

### Acceptable Uses

Mobile phones and personal devices must be switched off and left in bags during and between lessons.

Parents are reminded that in cases of emergency, the school should be contacted (89425200) rather than calling or texting your child directly as this may cause disruption to your child's class. The office staff will ensure your child is reached as quickly as possible and will assist in any appropriate way.

### Unacceptable Uses

Mobile phones and personal devices should not be used to make calls, send SMS messages, surf the internet, record audio, and take photographs / videos or any other application during and between lessons.

Mobile phones and personal devices should not disrupt classroom lessons by ringing, beeping or vibrating.

Mobile phones and personal devices may not be used to audio record, video or photograph any person at school without their prior consent.

It is illegal to record or photograph staff/students/personnel without their specific permission

### Consequences

Students whose mobile phones and personal devices are turned on and not in their school bags will be reminded by their class teachers of the school rules and be asked to put their device into their bag. Failure to comply will result in the student being directed to take their phone/device to the Office of Good Standing, where it will remain for the remainder of the school day. The phone/device will be available to be

picked up after school. If a student repeatedly uses their phone inappropriately, the phone/ device will be confiscated and parents will be contacted by the appropriate year level coordinator.

### Theft or Damage

Mobile phones and personal devices that are found in the school and whose owner cannot be located should be handed in to the Office of Good Standing.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones and personal devices.

The school accepts no responsibility for students who lose or have their mobile phones and personal devices stolen while travelling to and from school.

### Inappropriate Conduct

Students with mobile phones and personal devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photographs or objectionable images and phone calls. Student using mobile phones and personal devices to bully other students will face disciplinary actions as outlined in the School's Behaviour Management processes and may be referred to the Police for further investigation. Students may only use school cameras to record images and sound as part of their course work or other approved school activities that may include excursions, sporting events and with the specific approval of and under the direct supervision of the class teacher.

## **Printing Usage for Students**

Darwin Middle School has the Printing Usage for Students policy to encourage smart printing; limit waste and the impact on the environment. To achieve this, the school printing facilities is on a user pays system.

The following structure has been set up for printing:

- All students automatically receive \$5 printing credit upon enrolment (50 pages)
- Additional recharge vouchers can be purchased at any time
- Students are able to view their balance and transaction history when logged into any machine at the school.

Printing Costs: 10c per page

2c discount for each second page if using duplex printing

Darwin Middle School has the Skoolbag App, you can install the app on your phone or tablet device by following these instructions:

For iPhone and iPad users:

Click the "App Store" icon on your Apple device.

Type your school name in the search, using suburb name will help.

You will see your school appear, click "Get" then "install".

The app is FREE to download.

When installed click "Open"

Select "OK" to receive push notifications, when asked.

Click the "More" button on the bottom right of the App, then "Setup".

Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.



Click the "Play Store" button on your Android Device

Click the magnifying glass icon at the top and type in your school name, using suburb name will help.

Click the school name when it appears in the search.

Click the "Install" button.

Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).

Click "Open" when installed.

Click the "More" button on the bottom right of the App, then "Setup".

Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:  Windows Phone

Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device  
Search for "Skoolbag" in the keyword app search

Install the Skoolbag app

Find your school either by using the keyword search or location service.

Click the "Pin" icon to pin the school tile to your Windows Phone home screen.

Click the "More" button on the bottom right of the App, then "Setup"

Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.