



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Lifelong Learners

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of International School Suva 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 User Agreement Form which has been discussed with your student here at school with our ICT teacher.

Rigorous cyber-safety practices are in place, which include cyber-safety User 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 International School Suva, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of International School Suva is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and 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 an ICT User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

More information about Internet filtering can be found on websites such as <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Head of Primary/Principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices. (includes computers such as desktops, laptops, storage devices such as USBs, CDs, DVDs, iPods, iPads, cameras – digital and video)

If you have any further questions regarding this user agreement and its guidelines, please contact Mr Naca Sikinairai (ICT teacher) or myself. Please sign and return this form as soon as you are able to allow your child to begin using the internet and ICT devices at school.

Yours in ICT

Karen Whittaker
Head of Primary

Naca Sikinairai
ICT Teacher



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Lifelong Learners

ICT ACCEPTABLE USE AGREEMENT

Early Childhood – Year 5

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 school.
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 user name, 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, iPads, 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. I will ask my teacher's permission before I put any personal information online.
15. I will respect all school ICTs and will treat all ICT equipment/devices with care.



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Lifelong Learners

Student Agreement

I have read the Primary ICT Student Use Agreement with my ICT teacher/Parent. I understand it and agree to honour it.

Student's name: _____ Year ____ Class _____

Student's signature: _____ Date _____

(if your child is unable to sign or print their names, please print their name above for them and date)

Parent Agreement

As the parent/ guardian of this student, I understand the Primary Student ICT Use Agreement. I give permission for my child to be granted access to the iPads, computers and online facilities.

Parent or guardian's name: _____

Parent or guardian's signature: _____