

## Cyber- Safety

The school recognises that technology plays an important and positive role in our lives, both educationally and socially. Hence, the school is committed to promoting the safe use of technology by developing an understanding of its benefits and the risks. The school will develop and maintain rigorous cyber-safety practices. To this end, we aim to equip our students with the knowledge and skills to be able to use technology safely and responsibly as digital citizens. In order to help our students be responsible cyber citizens and remain safe online parents and students must sign the Secondary Student Cyber-Safety Agreement indicating agreement: [Appendix 9: Cyber-Safety Agreement](#)

### Tips to Help Keep Your Child Safe Online

Make sure that your children are aware of what cyber-bullying is to both protect themselves and others. This kind of behaviour often starts as 'a joke' or 'for fun' but rarely ends this way. Cyber-bullying is already considered a serious offence in many parts of the world.

Do not allow your children to sign up to a website or service without your express permission and without checking the website yourself first. If you allow your child to use social media or chat sites make sure that they are using avatars and know not to give out personally identifiable information about themselves or others.

Make sure that your child understands your expectations of them and the content that you feel is appropriate for them and that which isn't. Even when you do this, you must be aware that your child will sometimes come across internet content that is inappropriate, offensive or that makes them feel uncomfortable. It is important that they have the confidence to be able to speak to you openly and that they have strategies for reacting when it happens (e.g. immediately closing the site, using alt-control-delete to do this if the site prevents this).

Make sure that you know how your child is using the internet and monitor this sensitively.

### If your child is a victim of cyber misconduct:

- Keep communication lines open. Let him/her know it's important to tell you if he/she is being victimised. Speak openly about the communication; ensure he/she knows why and how it is inappropriate.
- Remind your child to keep passwords secret and not to post any personal information on the internet (e.g. address, phone number, etc.)
- Show your child how to block/delete inappropriate messages.
- Tell him/her to NEVER seek revenge.
- Report incidents to internet service providers (the company that supplies your internet e.g. STC; ZAIN) - they could restrict the perpetrators internet use.
- Should you suspect your child is a victim of cyber misconduct, inform your child's Head of Year.
- Keep a record of relevant communications.

### If you suspect your child is engaging in cyber misconduct:

- Keep communication lines open and try not to be judgmental. Ask your child what is happening; ask him/her to describe the nature of the communication.
- Assist your child in understanding the seriousness and impact of his/her behaviour, encourage empathy.
- Discuss with your child ways in which you can work together to find solutions to help him/her stop this behaviour.
- Listen to his/her concerns and have follow-up discussions to ensure the behaviour is not continuing.

## Appendix 9: Cyber-Safety Agreement

### Parent/Guardian Copy

#### Cyber-Safety Agreement

#### Student/Parent Acceptable Use Agreement

1. I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes
2. I will not download or install software on school technologies
3. I will only log on to the school network with my own user name and password
4. I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly
5. I will make sure that all ICT communications with students, teachers or others is respectful and sensible.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
7. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
8. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
9. Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without permission
10. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring them into disrepute
11. I will respect the privacy and ownership of others' work online at all times
12. I will not attempt to bypass the internet filtering system
13. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to school staff
14. I understand that if I use my personal mobile device in school I am only allowed to connect to the school wireless network
15. I understand that I will only plug a USB drive or external storage device into school ICT equipment to transfer school-based work
16. I understand that these rules are designed to keep me safe and that if they are not followed, there are likely to be consequences and my parents may be contacted

**Dear Parents**

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of Cyber-Safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parents and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the Form Tutors or Heads of Year.

Please return the signed form to the school.

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Student and Parent signature:

We have discussed the Secondary Cyber Safety agreement and ..... (Child name) agrees to follow the Cyber-Safety rules and to support the safe and responsible use of ICT at BISJ.

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_