



## Canberra Academy of Languages

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## Guidelines for cyber safety and use of ICT

To assist us to enhance learning through the safe use of information and communication technologies (ICT), we ask that you read this information about cyber safety and acceptable use of ICT equipment.

This document outlines your obligations, responsibilities, and provisions associated with breaches of the guidelines. Learners use CAL ICT resources on the basis that the signed agreement has been read and noted on the CAL enrolment form.

Information about communications and media standards in Australia, as well as topics such as safety and emergencies and scams and online misinformation, can be found on the website of the Australian Communications and Media Authority at <https://www.acma.gov.au/>.

Other support websites include:

- Kids Helpline at <https://kidshelpline.com.au/>
- Bullying No Way at <https://bullyingnoway.gov.au/>.

Parents or carers are invited to contact us if you have any concerns about your son's or daughter's safety in using the Internet and ICT equipment/devices. Our contact details are above.

These strategies help you to stay safe when using ICT:

1. Use only your own username and do not allow anyone else to use it.
2. Keep your password private.
3. Inform a staff member of any ICT activity that might put you or others at risk (for example bullying or harassing).
4. Use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes.
5. Use your mobile phone only at the times and in the agreed way during lesson time.
6. Go online or use the Internet during languages academy teaching sessions only as advised.
7. While at school, access, attempt to access and use only age-appropriate and relevant material.
8. If inappropriate material appears, close or minimise the window and advise a staff member.
9. Comply with copyright laws and use material only with the permission of a teacher or the owner.
10. Adhere to the terms of this agreement when using your own ICT equipment during teaching sessions.
11. Connect any ICT device to school ICT, or run any software, only with permission from a staff member.
12. Consult a staff member before putting any personal information online.
13. Respect all provided ICT equipment and treat all ICT equipment with care.
14. Note that any venue used for CAL programs may monitor its ICT facilities and traffic.
15. Note that guidelines may be relevant even if the incident occurs off-site and/or out of school hours.