



# Online Safety Agreement

Attention Parents/Care givers,

This online safety agreement has been developed as part of the service's risk management procedures for children accessing the internet whilst at Albany Hills Outside School Hours Care.

Parents/Caregivers play an important role in developing children's knowledge and understanding of on-line safety and cyber-safe practices therefore, we invite you to discuss this user agreement with your child and encourage them to follow these strategies at OSHC when they are accessing information and communication technologies (ICT) such as USB and flash memory devices, iPods, MP3 players, laptops, tablets, digital and video cameras, mobile phones, gaming consoles and any other similar technologies.

Children at OSHC will not have access to any ICT equipment or devices until an On-line Safety Agreement is signed and returned to the OSHC service.

## CHILD

**Please read carefully and sign at the bottom:**

- I will only go online when an educator is present;
- If I am unsure whether I am allowed to do something involving ICT, I will ask an educator first;
- 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 and I will keep my password private;
- I will not share my name, address or telephone number online and I will tell an educator if anyone asks me for this information. I will not post photos of myself, my family, friends or others to any online forums or sites.
- I will use the internet, mobile phone or any ICT equipment only for positive purposes and not to be mean, rude or offensive to anyone;
- I will not download anything or install any programs or games without asking an educator first;
- I will search for things online that I know are appropriate and will not search for anything that is rude, violent or uses unacceptable language;
- I will report to an educator anything that upsets me, is mean or rude or that I know is unacceptable;
- I will only bring ICT equipment or devices to OSHC with the written permission of my parents/care giver and OSHC service. This will include mobile phones, iPods, tablets, games, cameras and USB/portable drives;
- Only with written permission from my parent/care giver and the OSHC service will I be able to connect any personal ICT device to a service device;
- I will treat all ICT equipment and devices with care and respect;

- I will follow all OSHC cyber-safety strategies and act responsibly;
- I will report any breakages or damage to an educator;
- I understand that OSHC educators may access my internet browsing history and look at any files I have created on the computer at any time;
- If I do not follow cyber-safe practices the OSHC may inform my parent/care giver and my ICT access will be limited. In serious cases, where illegal material or activities are involved or suspected, it may be necessary to inform the police. Such actions may occur even if the incident occurs off-site or out of the OSHC service's care.

*Child's name:* ..... *Signature:* .....

*Date:* .....

## **Parent/Care giver**

*I have read and understood this On-line Safety Agreement and I acknowledge that I am aware of the OSHC services strategies to maintain a cyber-safe environment for my child.*

*Parent/care giver name:* ..... *Signature:* .....

*Date:* .....

## **OSHC Service**

*I have spoken with this parent/care giver to ensure they are aware of the OSHC service's policies and procedures for:*

- Children accessing the internet while at OSHC; and*
- Cyber-safe practices at OSHC*

*OSHC Coordinator name:* ..... *Signature:* .....

*Date:* .....