



Cybersafety Use Agreement for Parents/Caregivers

From time to time, Parents/caregivers may have the opportunity to use ABELC Internet facilities, network and other ICT devices such as mobile phones, digital cameras or computers. This may arise while visiting the centre, at a centre activity off-site, or through the lending of ABELC ICT to children and families enrolled at the centre.

Our policy is that every adult must have signed a cybersafety use agreement before using the *centre's ICT* while visiting the centre, at a centre event, or borrowing any of centre's ICT equipment/devices.

The use agreement also contains guidelines covering the appropriate use of *privately-owned* ICT devices such as mobile phones while at ABELC.

The agreement is based upon the ABELC Cybersafety Policy, which is filed in the policies & procedure manual located in the centre foyer or can be downloaded from our centre website.

We ask that all parents and caregivers who visit our centre, sign the following use agreement.

This helps to ensure that all use of ICT at ABELC is done so with knowledge of the centre's cybersafety programme and its aims.

If you have a query regarding this use agreement or our cybersafety policy, please feel free to discuss it with centre management before signing the acknowledgement.

CYBERSAFETY RULES AND RESPONSIBILITIES

What can the centre's ICT equipment be used for?

If permission has been given to use the centre's computer network, Internet access facilities, computers and other centre-owned ICT equipment (including mobile phones) on or off the centre site, they are to be used for **centre-related activities only**.

Can I use my own ICT equipment (e.g. laptop, digital camera, mobile phone) at ABELC?

You may use privately-owned ICT equipment (including mobile phones) on the centre site or at any centre-related activity, provided that use is appropriate to the centre's learning environment.

Any images or material present or stored on privately-owned ICT equipment brought onto the centre site or to any centre-related activity must be appropriate to the centre's learning environment. This includes images and text stored on mobile phones.

What material or activities are appropriate to the centre's learning environment?

The centre management should be consulted beforehand where you are unsure if particular material or a particular activity is appropriate in a learning environment for young children.

Can I take photographs or video at ABELC?

The centre management must be consulted before you take any photographs, video, or any other recordings using any device while at the centre or any centre-related activity.

ABELC may ask to view any such recordings and request they be deleted.

What about access to, or involvement with, inappropriate or illegal material or activities?

When using centre ICT at any time, or privately-owned ICT at the centre or at any centre-related activity, you must not:

- initiate access to, or have involvement with, inappropriate or illegal material or activities
- save or distribute such material by copying, storing, printing or uploading to social media.

What about passwords?

Any passwords supplied to you should be kept confidential and not shared with anyone else.

Can I use email at ABELC?

If permission has been given to use ABELC e-mail accounts, it must be done so in an appropriate and responsible manner, and only after consultation with centre management.

You must not use ABELC facilities to access or send personal email not associated directly with centre activities.

How is the privacy of my family's information protected?

While using the centre's ICT equipment/devices parents/caregivers must not, unless directed by centre management, actively seek or search for information or data relating directly to other enrolled families.

Can I install my own software onto ABELC ICT?

You must not attempt to download, install, connect or utilise any unauthorised software or hardware onto or with any ABELC ICT equipment.

What if I carry out work for ABELC on my own ICT such as my home computer?

Any electronic files or data created or modified for the purpose of completing work on behalf of ABELC on any ICT, regardless of who owns the ICT, are the property of ABELC.

ABELC may therefore request that such files/data be returned or delivered to ABELC and/or be deleted from your personal equipment.

What do I do if I have any query regarding this agreement or the cybersafety policy?

If you have any query regarding the cybersafety use agreement or the cybersafety policy you should contact the centre management as soon as possible.

ACKNOWLEDGEMENT OF ABELC CYBERSAFETY RULES AND RESPONSIBILITIES
Aspiring Beginnings Early Learning Centre

To the Parent/Legal Guardian/Caregiver:

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the section at the bottom of the page.
3. Return this acknowledgement page to the centre (a copy will be returned to you).
4. Keep your copy of the Cybersafety Use Agreement for parents/caregivers for future reference.

ABELC will:

1. do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or centre ICT equipment/devices at the centre or at centre- related activities
2. respond to any breaches in an appropriate manner
3. welcome enquiries from parents/legal guardians/caregivers about cybersafety issues.

I acknowledge that:

- I have read the *ABELC Cybersafety Use Agreement for parents/caregivers*
- I am aware that I can request a copy of the *ABELC Cybersafety Policy* or view it on the centre website
- I have read and am aware of the rules and responsibilities outlined in the *Cybersafety Use Agreement*, a copy of which I have been advised to retain for reference
- I am aware that these obligations and responsibilities relate to the safety of the children attending the centre, and of the centre's learning environment.
- I believe that I have sufficient knowledge to safely supervise the use made by children in my care, of the centre's computer network, Internet access facilities, computers, webcams and other centre ICT equipment/devices.

I also understand that breaches of this Use Agreement will be investigated and may require a response by ABELC centre management or governance committee.

Child's Name (print):

My Name (print):

Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: **Date:**

Name of additional signatory* (if applicable):

Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: **Date:**

** Additional Parents/caregivers of the same child, may also sign the agreement. This will avoid the necessity to sign a separate agreement should the additional parents/caregivers visit the centre or use the centre ICT infrequently.*