**Online Safety Agreement**

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 it to the OSHC service.

We understand this agreement may not be immediately applicable to your child.

**Part a) Child’s Agreement**

[ ]  I will only go online when an educator is present,

[ ]  If I am unsure whether I can do something involving ICT, I will ask an educator first,

[ ]  I will log onto my own laptop, with my own personal account,

[ ]  I will not share my laptop, account details, and any other person details,

[ ]  I will not take or post photos of myself, family, or others while at OSHC,

[ ]  I will use the internet, laptop, phone, or ICT device for positive purposes and not be mean, rude, or offensive to anyone,

[ ]  I will not download or install and programs or games without asking an educator,

[ ]  I will report to an educator anything that upsets me, is mean, rude of unacceptable,

[ ]  I will only bring ICT equipment or devices to OSHC with permission of my parents/guardians,

[ ]  I will only with permission from parent / guardians be able to connect any ICT device to a service device,

[ ]  I will only bring ICT equipment or devices to OSHC with permission of my parents/guardians,

[ ]  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,

[ ]  I understand that if I do not follow cyber-safe practices the OSHC may inform may parents/guardians 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.

**Part b) Parent’s Agreement**

[ ]  I have read and understood the Part a) Children’s agreement.

[ ]  I understand any damages caused to my child’s laptop at the Service is not at the fault of Albany Hills Outside School Hours Care and acknowledge full financial responsibility for my children’s belongings at the service.

[ ]  I am aware of the OSHC Services stratgegies to maintain a cyber-safe environment for my child.

**Parent:**

**Signature:**

**Date:**

**Management Name:**

**Signature:**

**Date:**