

CYBERSAFETY AT LIMEHILLS SCHOOL

CYBERSAFETY USE AGREEMENT FOR PRIMARY/INTERMEDIATE STUDENTS



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules

Section C: Cybersafety Use Agreement Form - Student

Section D: BYOD Agreement - Parents

Instructions for parents*/caregivers/legal guardians

1. Please read sections A, B, C and D carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Students should sign the use agreement form (Section C) and return that page to the school office.
4. If your child is bringing their own devices to school you will also need to sign Section D and return that page to the school office.
5. Please keep Sections A and B for future reference.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

SECTION A *INTRODUCTION*

The measures to ensure the cybersafety of Limehills School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Limehills School and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Year 4 to 8 children are encouraged to bring their own device.

SECTION B *RULES TO HELP KEEP LIMEHILLS SCHOOL STUDENTS CYBERSAFE*

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. 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.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:

- Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

- | |
|--|
| <ul style="list-style-type: none"> • Not show others • Turn off the screen and • Get a teacher straight away. |
|--|

10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives. I will hand in my mobile phone to the office before school in the morning and collect it after school.
12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- **Name**
- **Address**
- **Email address**
- **Phone numbers**
- **Photos.**

15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C
LIMEHILLS SCHOOL PRIMARY CYBERSAFETY USE AGREEMENT FORM

Limehills Digital Citizenship - Acceptable Use of ICTs (student)

Name:

Date:

This Acceptable Use Agreement has six conditions for being a Digital Citizen at Limehills School. They are aligned with our *RIPPERS*.

- 1. Respect myself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will carefully consider the information and images that I post online. I will not be obscene.
- 2. Protect myself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my name, any personal details or a schedule of my activities. I will report any inappropriate behaviour directed at me or anybody else. I will protect my passwords, accounts and resources.
- 3. Respect others.** I will show respect to others. I will not use electronic mediums to bully or harass other people. I will not visit sites that are inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or use their devices without permission.
- 4. Protect others.** I will protect others by reporting abuse. I will not forward inappropriate materials or communications; I will report unacceptable materials and conversations.
- 5. Respect intellectual property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information.
- 6. Protect intellectual property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates licenses. I will act with *integrity* and *responsibility*.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these rules will lead to loss of BYOD rights.

Signed:

Name:

Date:

SECTION D
LIMEHILLS SCHOOL BYOD AGREEMENT FORM - PARENTS

Limehills School - Bring Your Own Device Agreement (parent)

I want my child to bring their own digital device to school for use in classroom learning programmes. I understand (please tick each statement):

- All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.
- All devices must arrive at school each day fully charged.
- Teachers retain the right to remove devices at their discretion.
- Devices brought to school are for the use of my child. Any sharing is at my child's discretion.
- Teachers will encourage the use of personal digital devices when appropriate.
- Students will use cloud based applications such as Google Apps for file management. No access to a school server will be provided eg for printing
- Teachers will have permission to check through any device and make sure the device is free of any corrupted or inappropriate materials.
- School rules governing the use of any digital device will apply to student-owned devices, while they are at school eg cyber safety procedures.

Signed:

Name:

Date: