

# CYBERSAFETY AT KOHIMARAMA SCHOOL

## CYBERSAFETY USE AGREEMENT FOR YEARS 1 – 8 STUDENTS



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

**Section A: Introduction**

**Section B: Cybersafety Rules for Year 1 - 8 Students**

**Section C: Cybersafety Use Agreement Form.**

### **Instructions for parents\*/caregivers/legal guardians**

1. Please read sections A and B 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. Sign the Use Agreement Form (Section C) and return that page to the school office.
4. Please keep sections A and B for future reference.

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

#### ***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](http://www.netsafe.org.nz/ua)**

## SECTION A INTRODUCTION

The measures to ensure the cybersafety of Kohimarama 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 Kohimarama School and to the effective operation of the school. We believe the use of ICT devices is of significant priority in implementing 21st Century Teaching and Learning practices.

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.

Kohimarama 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.

## SECTION B RULES TO HELP KEEP KOHIMARAMA SCHOOL STUDENTS CYBERSAFE

*These rules will help us to stay safe when using ICT at school*

1. I cannot use Kohimarama School ICT equipment until my parent/s have signed my use agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the School's computers and other ICT equipment for my schoolwork and only when a teacher gives permission and an adult is present.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask my teacher for permission first.
4. I will not allow anyone else to use my user name. I will not tell anyone my password. I will change my password if I become aware of someone else using it.
5. I understand that I must not, at any time, use the Internet, email, mobile phones or any other 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'.
6. While at Kohimarama 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 offensive language such as swearing;
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our School.

7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:

- Not show others
- Turn off the screen and
- Get a teacher straight away

8. 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.

9. I must have a letter from home and permission from School before I bring any personal ICT equipment/device from home. This includes things like mobile phones, ipods, ipads, cameras, and USB drives. Permission will only be given in special circumstances to support a learning activity. Any internet access must be via the school ICT network.

10. I will not connect any device (such as a USB drive, camera, laptop or phone) to School ICT or run any software, without a teacher's permission. This includes all wireless technologies.

11. I will ask my teacher's permission before I put any personal information online.

**Personal information includes:**

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

12. I will be careful and will look after all our school ICT equipment by:

- Not being silly and playing around with it
- Following all Kohimarama School cybersafety rules and not joining in if other students choose to be irresponsible with ICT
- Not intentionally disrupting the smooth running of any School ICT systems
- Not attempting to hack or gain unauthorised access to any system
- Telling a teacher about anything wrong or damaged.

13. 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**  
**KOHIMARAMA SCHOOL YEARS 1 -8**  
**CYBERSAFETY USE AGREEMENT FORM**

To the parent/caregiver/legal guardian, please:

1. Read and discuss the agreement with your child
2. Read this page carefully, to check you understand your responsibilities under this agreement
3. Sign the appropriate section on this form
4. Support your child to sign the appropriate section on the form
5. Detach and return this form to the school office
6. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

**I understand that Kohimarama will:**

- 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 school ICT equipment/devices at school, or at school related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

**My responsibilities include:**

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

***Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)***

Please detach and return this section to Kohimarama School.

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**I have read this cybersafety use agreement and discussed it with my child. I am aware of both Kohimarama School's initiatives to maintain a cybersafe learning environment, and my child's responsibilities.**

**Name of student:** ..... **Student's signature** .....

**Name of parent/caregiver/legal guardian:** .....

**Parent's signature:** ..... **Date:** .....

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at Kohimarama school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**