

CYBERSAFETY AT Elsa High School

CYBERSAFETY USE AGREEMENT



PLEASE NOTE – THIS DOCUMENT HAS IMPORTANT REVISIONS – JUNE 2014

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

Section A: Introduction

Section B: Cybersafety Rules

Section C: Cybersafety Use Agreement Form

Instructions

- 1 Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
- 2 Parents and students sign section C and return that page to the school office.
- 3 Parents and students keep sections A and B at home for future reference.
- 4 If you have any questions about this agreement please contact the school.

*** 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, as well as any such equipment/devices that are purchased privately but used in school.
- (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. Determination of the nature of any specific item as objectionable or non-objectionable will be made by the ICT Facilitator, and in the event of any disagreement over such, final judgment is reserved by the Principal.

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

SECTION A INTRODUCTION

The measures to ensure the cybersafety of Elsa High 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 Elsa High 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, privately owned used for school work or provided by the school and purchased by the student (the student laptops for example), and used on or off the school site.

SECTION B RULES TO HELP KEEP ELSA HIGH 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 and I have read and signed my use agreement form (see Section C) and returned it to school.
2. 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.
3. I will not tell anyone else my password and I will change it immediately if I believe it to be compromised.
4. While at school, engaging in a school-related activity – communicating with or about members of the school community while away from school. I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone unconnected or connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones and any other digital communication device. Any such devices, including mobile phones, will only be used at the times that I am permitted to during the school day.
7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
8. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - I understand that final categorisation of said material falls to the school.

9. If I accidentally access inappropriate material, I will:
 - 1 Not show others
 - 2 Turn off the screen or minimise the window and
 - 3 Report the incident to a teacher immediately.
10. I understand that I must not install or download any illegally copied software or data such as music, videos, games or programmes onto any ICT device used at the school, nor use the school's information networks to download such items onto any other device. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment. Should a breach of this rule be suspected, I agree to surrender the device in questions for school inspection, and further I agree to aid the inspection by entering any necessary access password(s).
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos and video. Making photos or other personal information viewable to others through Internet websites is considered giving out the information.
14. I will respect all ICT systems in use at school and 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 behaviour that may be in conflict with this agreement to the school
 - Reporting any breakages/damage to a staff member
15. I will not use USB 3G/HSDPA modems, or otherwise access the Internet or external networks through any means other than the school provided student network access. This is strictly prohibited.
16. I understand that 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.
17. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
18. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
19. I understand that an attempt to circumvent any part of this agreement is also a breach of the agreement.
20. I understand that I am required to adhere to this agreement in full and also am required to report the the school any knowledge of possible breaches to this agreement by other members of the school community.
21. I understand that should I be suspected of breaching any part of this agreement I may be required to surrender the ICT in question and to aid in the access of the device and/or the access of any Internet websites/accounts that may have been used in breaching this agreement. Eg. You may be asked to log into a website in an investigation of posting inappropriate photos of classmates online.
22. **I accept the school rules as pertaining to the classroom management software. I understand that should I not have the software installed and running on my computer, I will be in violation of the school cybersafety agreement.**

SECTION C

ELSA HIGH SCHOOL CYBERSAFETY USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

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

We understand that Elsa High School will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements.
- Keep a copy of this signed use agreement form on file.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will read this cybersafety use agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location or when at home and working on school related work.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the form tutor if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: Form class:

Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment.
- I will ensure this use agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: Date:

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