



## Cybersafety Use Agreement

**Policy Reference: Health and Safety Policy NAG 5**

*Please read and discuss this document with your child so they understand its content.*

### **Introduction**

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 Coastal Taranaki School, and to the effective operation of the school.

This cybersafety 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.

The school's computer network, internet access facilities, WiFi, computer 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 its use on *or* off the school site. This includes the use of BYOD and cell/smart phones.

The School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. We think a good digital citizen is someone who:

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology and can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become better digital citizens.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way. If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we reserve the right to stop them from using the internet or other technology at school.



## Cybersafety Use Agreement

When using information & communications technologies (ICT) at Coastal Taranaki School I will always be a good digital citizen. This means:

- |  | Tick                     |
|--|--------------------------|
| 1. When I log onto a school computer or any wireless device I bring from home I have my own user name and I will log on only with that user name. I will not tell anyone else my password.   | <input type="checkbox"/> |
| 2. I understand that I can only use the internet for appropriate approved activities. If I am in doubt I will seek advice or ask a teacher.  | <input type="checkbox"/> |
| 3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying, harassing, or disrespecting someone's privacy – personal information includes name, address, phone numbers, photos and videos).   | <input type="checkbox"/> |
| 4. While at school, I will not:<br>a. Access, or attempt to access, inappropriate, age restricted or objectionable material.<br>b. Access, or attempt to access, or material protected by copyright (unless I have acknowledged and respected the owner's rights).<br>c. Download, save or distribute such material by copying, storing, printing or showing it to other people.<br>d. Make any attempt to get around or bypass security, monitoring and filtering in place at school. | <input type="checkbox"/> |
| 5. If I accidentally access inappropriate material, I will:<br>a. Not show others<br>b. Turn off the screen or minimise the window and<br>c. Report the incident to a teacher immediately.   | <input type="checkbox"/> |
| 6. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. 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.   | <input type="checkbox"/> |
| 7. I understand that these rules apply to CTS equipment and any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring into CTS or to a school-related activity (e.g. camp). Any images or material on such equipment/devices must be appropriate to the school environment.   | <input type="checkbox"/> |
| 8. 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.   | <input type="checkbox"/> |
| 9. I will respect all ICT systems in use at CTS and treat all ICT equipment/devices with care. This includes:<br>a. Not intentionally disrupting the smooth running of any school ICT systems<br>b. Not attempting to hack or gain unauthorised access to any system<br>c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT<br>d. Reporting any breakages/damage to a staff member.                                    | <input type="checkbox"/> |
| 10. I will not take pictures or videos of any staff member or other students without their informed consent  | <input type="checkbox"/> |



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- 11. I understand the school may monitor or check traffic and any material sent, received and stored on our networks. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- 12. I understand that if I break these rules, the school may inform my parent(s) or caregiver(s). In serious cases the school may take disciplinary action against me. I also understand there may be some charge for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

## BYOD – Bring Your Own Device

Students wanting to connect personal devices through the school network to access information and internet services must do so with the following understanding.

- 1. All devices I bring are my responsibility. The school takes no liability towards the loss or damage of personal devices used at school.
- 2. I will follow both the schools and the teacher guidance in the management of my device(s) including cybersafety and copywrite.
- 3. I will in no way use the device in a manner that may cause harm or damage to the school network and infrastructure.
- 4. My device is to be registered with the school for BYOD use.

## Cell and Smart Phone Use

Cell phones and smart phones can be useful within classroom. In all cases these are seen as BYOD.

- 1. Cell and smartphone use at CTS is a **privilege** rather than a right for students in Years 7- 13
- 2. Students in Years 1-6 are not permitted to have cell phones on them at school. If circumstances dictate that this might be necessary parents/caregivers are to make arrangements with the classroom teacher.
- 3. Cell and smart phones are not to be used for non-class specific uses in class time
- 4. Cell and smart phones maybe used during classes under the direction or permission of staff and during study periods as long as the use is linked to learning
- 5. Inappropriate use of cell and smart phones in class time (including study time) will result in confiscation of the device. Confiscated devices will need to be picked up by the student from the DP.

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## ICT Responsible Use Agreement - Student

### Declaration

**I understand that these guidelines for responsible use are to be followed when using any technology while at school or while on any school activity. I am aware that this may include the use of a device that the school does not own.**

**I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.**

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## *COASTAL TARANAKI SCHOOL*

**I have read and discussed this Cybersafety Use Agreement with my child and I agree to support the school's initiatives to maintain a safe and secure cybersafe learning environment.**

Parent/Caregiver Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information regarding being a good digital citizen can be found at the Netsafe website and intranet:  
[www.netsafe.org.nz](http://www.netsafe.org.nz)