

CYBERSAFETY AT Wanaka Primary School

CYBERSAFETY USE AGREEMENT FOR ALL STUDENTS



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

Section A: Introduction

Section B: Cybersafety Rules for all 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

The measures to ensure the cybersafety of Wanaka Primary 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 Wanaka Primary 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.

SECTION B

RULES TO HELP KEEP WANAKA PRIMARY SCHOOL STUDENTS CYBERSAFE

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



1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see SectionC) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
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. I will not tell anyone else my password.
5. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
6. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people. I must not 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'.
7. 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.
8. 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 must not bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives and software unless specifically asked to do so by a teacher.
9. I understand 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.
10. I will not connect any device 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**
 - **Photos.**



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

- Not being silly and playing around with it
- Following our school cybersafety rules
- Telling a teacher about anything wrong or damaged.

11. I understand that if I break these rules the school may need to tell 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.

SECTION C
WANAKA PRIMARY SCHOOL CYBERSAFETY
USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check 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.

I understand that Wanaka Primary School 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 ICT lead teacher 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

Please detach and return this section to school.

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

Name of student:

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 this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Please turn over for Privacy Act/Permission

There are occasions when:

- We take children out of the school grounds for educational activities during the school day;
- Personnel (**but only those working within the school community**) request home addresses and/or telephone numbers, e.g. Parent Forum;
- Children's work is displayed publicly;
- Children have their photographs taken for display or publication.

We seek your permission to allow us to carry out the above procedures when occasions arise. Please complete and return the permission slip below ... or contact the school (either by note or ringing 443 7687) if you do not feel comfortable with any of the above situations taking place.

**I give permission for Wanaka Primary School to take _____
out of the school grounds for educational purposes and to use my child(ren's) school work or
photos for school and learning purposes.**

Signed: _____ (Parent/caregiver)