

# CYBERSAFETY AGREEMENT

## Ōtorohanga College and Falloon House

### CYBERSAFETY USE AGREEMENT FOR SECONDARY STUDENTS



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

**Section A: Introduction**

**Section B: Cybersafety Rules for Secondary Students**

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

#### **Instructions**

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

#### ***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.*
- (c) *'School Network' 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 and devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, chrome books), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), gaming consoles, tablets, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.*
- (e) *'Objectionable' or 'Inappropriate' in this agreement means material that deals with matters such as sex, cruelty, gang symbols 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 Ōtorohanga College outlined in this document are based on our core values.

The College's computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programmes at Ōtorohanga College.

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

The overall goal of the College in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the College, 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 College environment.

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

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

## SECTION B

### RULES TO HELP KEEP ŌTOROHANGA COLLEGE 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 College ICT equipment until my parent/caregiver and I have read and signed my user agreement form (see Section C) and returned it to the College.
2. I will be issued with my own user name and password. I will log on only with that user name and I will not allow anyone else to use my user name. I will not share my username or password with anyone else.
3. While at College or a College-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 or harassment).
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also applies to BYOD equipment. I will only use these as directed and supervised by my teachers, this includes the use of social media.
6. I understand that I can only use the Internet at College when and how my teachers direct me to.
7. I understand that the College takes no responsibility for the loss or damage to personal ICT and BYOD equipment.
8. While at College, 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.
9. If I accidentally access inappropriate material, I will:

- 1) Not show others
- 2) Turn off the screen or minimise the window
- 3) Report the incident to a teacher immediately

10. I understand that student cell phones are not permitted to connect to the College network.
11. I understand that I must not download any files such as music, videos, games, apps or programmes while using the College network. This ensures the College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
12. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, USB drive), that I bring to College or a College-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.
13. I will not connect to, or run any device (such as a USB drive, camera or tablet), or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
14. I will not take photos or videos during class time without being granted permission to do so from my teacher. I will ask permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
15. I will respect all ICT systems in use at College and treat all ICT equipment/devices with care. This includes:
  - Respecting all ICT hardware, equipment and devices
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to the network
  - Following all school cybersafety rules
  - Reporting any breakages/damage to a staff member
16. I understand that all data viewed, saved and downloaded using the Otorohanga domain and network, belongs to Ōtorohanga College.
17. I understand that the College monitors traffic and material sent and received using the College network. The College uses firewall filtering and monitoring to restrict access to certain sites and data, including email.
18. I understand that the College audits its computer network, firewall logs, internet access facilities, computers and other College 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.
19. I understand that if I break these rules, the College may inform my parent/caregiver. In serious cases the College may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal data or activities are involved, it may be necessary for the school to inform the police.

### **Student Rights and Responsibilities**

- Students have the right to learn in a safe environment involving blended learning technologies.
- Students have the right to have their privacy respected and protected.
- The use of social media is for learning activities as by the direction of the teacher.
- Students have the responsibility to comply with Teacher/ICT staff requests regarding device use. E.g. only accessing sites appropriate to the content being delivered.
- Defiance and/or lack of compliance with the rights and responsibilities will result in the immediate confiscation of the personal device. It will be stored securely on site until the restorative process has been completed.

## SECTION C

# ŌTOROHANGA COLLEGE CYBERSAFETY USE AGREEMENT FORM

### CHECKLIST for the parent/caregiver

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 College Office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the College will provide.

### We understand that Ōtorohanga College will:

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

### CHECKLIST for the student

#### My responsibilities include:

- I will read this cybersafety use agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the College network.
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the College network, or during any off-site College-related activities regardless of location.
- 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 College or other members of the school community.
- I will take proper care of College 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 my Dean 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. I also understand that the conditions of this agreement may change slightly over time and that I may easily access any updates of this information on our school website.**

**Name of student:** .....

**Whānau:** .....

**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 College'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 College
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the College 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 College's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

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

**Signature:** .....

**Date:** .....