



CYBER-SAFETY AT DRURY SCHOOL

CYBER-SAFETY USE AGREEMENT FOR YEAR 0-8 STUDENTS

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

Section A: Introduction

Section B: Cyber-safety Rules for Year 0-8 Students

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 cyber-safety 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 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) *'Cyber-safety' 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, 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

SECTION A

INTRODUCTION

The measures to ensure the cyber-safety of Drury 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 Drury School and to the effective operation of the school.

Our school has rigorous cyber-safety practices in place, which include cyber-safety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cyber-safety 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 cyber-safety 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 DRURY 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(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork or activities approved by my teacher.
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.
5. I will not tell anyone else my passwords.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any 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'.
8. 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.

9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

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| <ul style="list-style-type: none"> • Not show others and • Turn off/close the screen and • Get a teacher straight away. |
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10. I understand that I must not download or copy any files such as music, videos, games or programmes/apps without the permission of a teacher. This is to ensure we are following copyright laws.

11. I must have a signed Student Computer and Internet Acceptable Use Agreement and permission from school before I bring any ICT equipment/device from home. This includes things like laptops, tablets or iPads.

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

13. The school cyber-safety rules apply to any ICT equipment brought to school like a mobile phone.

14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

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

15. I will respect all school ICT and will 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 cyber-safety rules, and not joining in if other students choose to be irresponsible with ICT
- Reporting any breakages/damage to a staff member.

16. 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.

17. If I break these rules I understand any personal devices will be impounded and only returned in person to my parents or guardians or agreed responsible adult.

18. I understand that I bring all personal devices to school at my own risk. The school takes no responsibility or liability for and loss or damage, either intentional or unintentional. (The school will take reasonable steps to assist in the recovery of lost devices and the school's behaviour management procedures will be used by staff where required.)

