

Cyber safety use agreement

For Cambridge High School Students

This document may be periodically updated to ensure the most current practices are in place.

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

Section A: Introduction

Section B: Cyber Safety Rules for Secondary Students

FORM All students and their parents sign the Cyber Safety Use Agreement form included in the Enrolment Pack on entry to Cambridge High School.

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign Cyber Safety Use Agreement Form and return with the Enrolment Form.
3. Please keep sections A and B 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.

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

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, tablets), 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.



Section A

Introduction

The measures to ensure the cyber safety of Cambridge High School outlined in this document are based on our core values and on the expectation that students will be responsible digital citizens.

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 Cambridge High 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 an online 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 and/or their own 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. This applies to the use of student owned devices used on the school site.

Section B

Rules to help keep Cambridge High School students cyber safe

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 and returned it to school.
2. I have my own user name and 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.
4. 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 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 connected to the school or the school itself, even if it is meant as a joke. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
6. Inappropriate use of private ICT equipment/devices and internet social networking sites (such as Facebook, Instagram and Snapchat) during out-of-school hours are not the school's responsibility. However, if the implications of such personal use/activity compromises or impacts on student and/or staff safety, wellbeing and work at school then school management reserves the right to intervene with possible disciplinary actions.
7. I understand that the rules in this use agreement also apply to mobile phones. I will not use my mobile phone(s) or earphones/buds during timetabled classes.
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.e. proxy sites to circumvent access to prohibited sites.
9. If I accidentally access inappropriate material, I will:
 - Not show others,
 - Turn off the screen or minimise the window, and
 - Report the incident to a teacher immediately.

10. 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.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, 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.
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.
14. I will not film, photograph or record students or teachers without their consent, or post such videos or photographs online without permission from the other persons involved.
15. 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 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 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. Disciplinary consequences for breaches of this cyber safety use agreement could include being blocked or having restricted access to the school network for a specified time, and could include detentions and/or standdown/suspension depending upon the seriousness of the student's infringement.
20. I understand and give my permission for the school to publish any school material (such as artwork, poetry, stories) I may have produced, in school publications. This could include publication in hard copy like school newsletters, or in digital format on the school's website. The purpose of any such publishing is to celebrate student work and achievement and to promote the school in our wider community.
21. If my photo or image may not be used and published by the school, my parents/caregivers have indicated this on my enrolment form. Otherwise, I understand that photos and images of myself may be used and published by the school. This could include publication in both hard copy format such as the school magazine or prospectus, and also digital images on our website. Any such digital images will be removed if the individual makes such a request. The purpose of publishing such images is communicating with our school community.

