

WAITĀKIRI SCHOOL CYBERSAFETY USE AGREEMENT



Years 1 - 6

Instructions for parents / caregivers / legal guardians

1. Please read the Introduction and Rules 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 Cybersafety Use Agreement form and return that page to your child's Homebase Teacher.
 4. Please keep this information for future reference.
 5. Additional information for parents regarding cybersafety can be found on the NetSafe website:
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Important terms used in this document:

- a. The abbreviation 'ICT' 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, iPads, computers, and other ICT equipment / devices as outlined in 'd' below
 - d. The term 'ICT equipment / devices' used in this document, includes but is not limited to, iPads, 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 the 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.
 - f. The term 'parent' used throughout this document also refers to caregivers and legal guardians.
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INTRODUCTION

The cybersafety measures outlined in this document are based on our school values. The school's computer network, internet access facilities, iPads, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Waitākiri School.

We have 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' that is in keeping with both the values of the school, and our legislative and professional obligations. This agreement includes information about your obligations and responsibilities, and the nature of possible consequences associated with cybersafety breaches that 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 iPad and computer network, internet access facilities, iPads, computers and other IT 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, iPads, computers and other ICT equipment/devices or commission an independent forensic audit.

RULES TO KEEP WAITĀKIRI SCHOOL STUDENTS SAFE:

- *Changes to previous cybersafety agreement have been highlighted below.*

These rules will help us to stay safe when using ICT at school. I understand that:

1. I can continue to use school ICT equipment once my parent(s) have signed my Use Agreement form and the completed form has been returned to school.
2. I can only use the iPads, computers and other ICT equipment for my learning and only with my teacher's permission.
3. I can only go online or use the internet at school when a teacher gives permission and an adult is present.
4. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind to or about other people.
5. I will not tell other students my password.
6. I will not get involved in any activity that might put me or others at risk. If I find, see, or hear about anything that upsets me, is mean or rude, or which I know is not acceptable at Waitākiri School, I will:
 - not show others;
 - turn off the screen; and
 - get a teacher straight away.
7. I will not contact any family members or friends during school hours using an iPad/phone (All communication is to be made through the school office).
8. I will not upload, share or link to inappropriate, age restricted or objectionable material.
9. I will not make any attempt to get around or bypass security, monitoring and filtering systems that are in place.
10. I will not attempt to hack or gain unauthorised access to the system.
11. I will not upload, download, share or link to illegally obtained files such as music, videos, games or programmes. I understand that breaking copyright and taking / using content I do not own without permission is illegal. I understand that anyone breaking copyright may be personally liable under law.
12. I must not bring any ICT equipment / devices to school that are not iPads or iPad minis. This includes things like iPods, games, cameras, USB drives and software. Mobile phones may be brought to school and left with the class teacher.
13. I will not put any personal information online. Personal information includes:
 - Full Name, Address, Email address, Phone numbers, Photos
15. I will be careful and will look after all our school ICT equipment by:
 - Keeping food and drink away from it
 - Following our school cybersafety rules
 - Telling a teacher about anything wrong or damaged
16. I understand that if I break these rules the school may need to tell my parent(s) / guardian(s). In serious cases, the school may take disciplinary action against me. I also understand that my family may be charged for the repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the Police.
17. I may be issued with a school email account. It is to be used with the google app suite. I will only use this email for learning at school (by using this email for other purposes I run the risk of my school email account being removed).

Waitākiri School want you to have fun learning with technology.
If you use your REAL values you will have a great time learning with iPads.

Waitākiri School Cybersafety Use Agreement - Years 1-2

Please return this page signed to your homebase teacher.



Parents please read carefully, to check you understand your responsibilities under this agreement and sign the appropriate section below.

I understand that Waitākiri School will:

- Only publish first names when publishing photographs and other material on our website and Facebook page. We will not use surnames or any other personal details
- We believe it is important to celebrate children’s achievements and learning and this will include photos, sound tracks and movies on our website, Facebook and class blogs.
- 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 the 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.

As a parent I will:

- read and discuss the Waitākiri School Cybersafety agreement and rules with my child.
- understand that while the school will do its best to restrict student access to inappropriate material, it is the responsibility of my child to have no involvement in such material.
- 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 understand that if my child breaks this agreement in any way they may lose the right to use the internet and computers/iPads at 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.

Student Name:

Parent/Caregiver/Legal Guardian Name :.....

Parent’s signature: Date:

Please note: This agreement for your child will remain in force until the end of Year 2. Another form will be required to be completed in Year 3. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Waitākiri School Cybersafety Use Agreement - Years 3-6

Please return this page signed to your homebase teacher.



Parents and students please read carefully, to check you understand your responsibilities under this agreement and sign the appropriate section below.

I agree that:

1. I have read and agree to the rules.
2. I will respect the school's equipment and resources and use these responsibly
3. If I come across any problem or if I am feeling unsafe I will:
 - Not show others
 - Close the lid if I can or turn off the screen
 - Get a teacher straight away
4. I will not give any personal information about myself or others online
5. I will only share my password with my parents or teacher
6. I will tell a teacher if any equipment gets broken or damaged
7. I will use our REAL values when using computer, iPads and iPods

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- Only publish first names when publishing photographs and other material on our website and Facebook page. We will not use surnames or any other personal details
- We believe it is important to celebrate children's achievements and learning and this will include photos, sound tracks and movies on our website, Facebook and class blogs..
- 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 the 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.

As a parent I will:

- I have read and discussed the Waitākiri School Cybersafety agreement and rules with my child.
- I understand that while the school will do its best to restrict student access to inappropriate material, it is the responsibility of my child to have no involvement in such material.
- 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.

Student Name:Year.....

Student Signature:

Parent/Caregiver/Legal Guardian Name :.....

Parent's signature: Date:

Please note: This agreement for your child will remain in force as long as he/she is enrolled at Waitākiri School. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.