



Kelburn Normal School

KELBURN NORMAL SCHOOL CYBERSAFETY AGREEMENT

SENIOR STUDENTS (YEARS 5-8)

Section A: Introduction

The measures to ensure the cybersafety of Kelburn Normal 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 Kelburn Normal 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 user 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.

Devices not owned by Kelburn Normal School (e.g. BYOD) but on the school's network will require a password and are able to be monitored.

Use of GAFE log-ins e.g. email access are able to be monitored whenever they are logged in, regardless of location.

When students leave Kelburn Normal School they can request for their account to be transferred to another account.

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 Year 5-8 Kelburn Normal 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 user 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.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I have my own GAFE log in, and I will log on only with that log in. I will not allow anyone else to use my log in and I will not use computers already logged on with someone else's profile.
5. I will not tell anyone else my password.
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.
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
 - Change settings on my computers and any other digital equipment.
9. 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**
 - **Get a teacher straight away**
10. I understand that 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.
11. I must ask my teacher's permission to use and/or connect personal ICT equipment/devices.
12. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
13. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
14. **Personal information includes:**
 - **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos.**

Classroom blogs will follow the same guidelines as above about appropriate use of names and 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 cybersafety 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.

Section C: Kelburn Normal School Senior (Y5 - 8)Cybersafety User 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 Kelburn Normal 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 user 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 Deputy Principal 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 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 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: _____

Use of the Google Apps for Educators (GAFE) Suite of tools:

I _____ consent to my child using this suite of tools for educational purposes.

I _____ do not consent to my child using GAFE and understand that an alternative arrangement for the use of ICT is available using Microsoft office and the school server.

Parent's signature: _____

Date: _____

Kelburn Normal School Background Information for Parents of Senior (Year 5-8) Students

Dear Parents,

This background information may be helpful as you read through and discuss the cybersafety use agreement with your child.

These are the rules to help keep students cybersafe as outlined in the cybersafety user agreement that you have been asked to sign.

1. I know I cannot use the school ICT equipment until my parent(s) have signed the user agreement and it has been returned to school.
2. All students must have a use agreement signed by their parent. User agreements are an essential part of cybersafety policy and programmes for schools and other organisations.
3. I can use the school computers and other school ICT equipment for school work and only with my teacher's permission.
4. This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put the safety of the learning environment at risk.
5. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
6. There must be an educational purpose for children being online or accessing the Internet. Having an adult present (teacher or teacher's aide) will help to ensure children's safety.
7. If there is something I'm not sure about I will ask my teacher.
8. This helps children to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences.
9. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude or unkind about other people.
10. Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.
11. I will not tell anyone else my password.
12. Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users and teaches the child the importance of personal security.
13. If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will not show others, and will turn off the screen and get a teacher straight away.
14. Because anyone at all can publish material on the Internet, it does contain material which is inappropriate and in some cases, illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.

15. Any ICT equipment/devices I bring to school must be approved by the school and my parents. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
16. There is generally no need for junior children to have any of these privately owned devices at school. Parents are also reminded of the school's specific policy on the use of mobile phones at school.
17. I will ask my teacher's permission before I put any personal information online.
18. This reduces the risk of children being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise children's privacy or security online.
19. I will be careful and look after all our school ICT equipment by not being silly and playing with it, following our school cybersafety rules and telling a teacher about anything wrong or damaged.
20. Just as we look after and take care of any school equipment, students, as responsible users of ICT, have a role here.
21. I understand that if I break these rules the school may need to tell my parent(s).
22. Depending on the seriousness of the breach of the rules, the school may require a parent discussion. Loss of ICT use privileges for a period of time may also be considered.