



Freyberg High School

CYBER-SAFETY USE AGREEMENT

Students

TERMS used in this agreement:

1. **ICT** refers to the term 'Information & Communication Technologies'.
2. **Cybersafety** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
3. **School ICT** refers to the school's computer network, Internet access facilities, computers and other school ICT equipment/devices as outlined in 4 below.
4. **ICT equipment/devices** includes but is not limited to: computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcam), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies that come into use.
5. **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.
6. **Parent** refers also to legal guardians and caregivers.

AIM of Freyberg High School's cybersafety practices:

The aim of Freyberg High School's rigorous cybersafety practices is to create and maintain a cybersafety culture which is in keeping with the school's values and legal & professional obligations.

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

Freyberg's computer network, Internet access facilities, computers and other ICT equipment are for educational purposes appropriate to the school environment. This applies to equipment owned or leased by the school and used on or off the school site.

RULES to help keep Freyberg High School students cybersafe:

1. I cannot use school ICT equipment until my parent and I have read and signed my Use Agreement and returned it to school.
2. I will only log on with my own 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 ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I will 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.
6. I will only use my mobile phone at the permitted times during the school day.
7. I will only use the Internet when a teacher gives me permission and there is staff supervision.

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.

9. If I accidentally access inappropriate material, I will:

- not show others
- turn off the screen or minimise the window
- tell a teacher immediately

10. I will not download music, games, videos or other such files without the permission of a teacher. I understand that if I do I may be breaching the Copyright Act 1994.

11. I understand that these rules apply to any privately-owned ICT equipment (such as a laptop, mobile phone, USB drive, MP3 player, etc).

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 wireless technologies.

13. I will not give out any personal information online about myself or any other person without permission from a teacher and any other person involved. Personal information includes name, address, phone numbers, email address, photos.

14. I will respect all ICT systems in use at school and treat all ICT equipment with care. This includes:

- not attempting to hack or gain unauthorised access to any system
- following all school cybersafety rules
- reporting any damage or breakages to a staff member

15. I understand that all material sent and received through the school's network is monitored, and that the school filters and restricts access to certain sites and data.

16. I understand that the school regularly checks its computer network, Internet access facilities, computers and other ICT equipment. This includes checking all content, including email.

17. I understand that if I break these rules, the school may inform my parents. In serious cases, the school may take disciplinary action against me. I also understand that my parents will be charged for any repair costs. If illegal materials or activities are involved, it may be necessary for the school to inform the police.

CYBERSAFETY USE AGREEMENT

Student

This form is to be signed by the student and parent.

Detach it and return it to school. Keep the other pages for your information.

Section 1 : THE SCHOOL

Freyberg High School will:

- do its best to keep the school cybersafe.
- enforce the cybersafety rules outlined in this agreement
- keep a copy of this signed form on file.
- respond appropriately to any breaches of this agreement.
- welcome enquiries from students or parents about cybersafety issues

Section 2 : THE STUDENT

I will:

- read this agreement carefully.
- follow the cybersafety rules and instructions whenever I use the school's ICT
- follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- avoid any involvement with any material or activities which could put at risk the safety, privacy or security of myself, the school or any other person.
- take proper care of the school's ICT equipment/devices.
- ask a staff member if I am not sure about any part of this agreement.

I have read and understood my responsibilities and agree to abide by this cybersafety agreement.

Student's Name: _____

Whaanau class: _____

Signature: _____

Date: ____/____/____

Section 3 : THE PARENT / GUARDIAN / CAREGIVER

I will:

- read this agreement carefully and discuss it with my son/daughter.
- ensure that this agreement is signed by my son/daughter and me, and returned to school.
- encourage my son/daughter to follow the cybersafety rules and instructions.
- contact the school if there is any aspect of this agreement I would like to discuss.

I have read and understood my responsibilities and am aware of my child's responsibilities, and the school's initiatives to maintain a cybersafe learning environment.

Parent's Name: _____

Signature: _____

Date: ____/____/____

This agreement will remain in force as long as your son/daughter is enrolled at this school.