

# CYBERSAFETY AT GLENHOLME SCHOOL

## 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 cybersafety 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) '**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, 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, floppy disks, 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](http://www.netsafe.org.nz/ua)

## SECTION A INTRODUCTION

The measures to ensure the cybersafety of Glenholme 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 Glenholme 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 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 GLENHOLME 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.
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 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 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:

- Not show others
  - Turn off the screen and
  - 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 have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.
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 cybersafety rules apply to any ICT 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 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.
17. I understand that I may lose the privilege to use the ICT gear if I cannot be trusted to follow these rules.

## SECTION C

# ***GLENHOLME SCHOOL CYBERSAFETY USE AGREEMENT FORM***

**To the parent/caregiver/legal guardian, please:**

1. **Read this page carefully** to check that 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.**

**I understand that Glenholme 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 use 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 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](http://www.netsafe.org.nz/ua)***

Please complete and return the Cyberuse Agreement on the next page to school.

## GLENHOLME SCHOOL CYBERSAFETY – STUDENT AND PARENT AGREEMENT

I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment. This agreement acknowledges my child's responsibilities. The student named below agrees to follow the rules and expectations outlined in the document titled Cybersafety at Glenholme School.

**Name of student:** ..... **Student's signature:** .....

**Name of parent/caregiver/legal guardian:** .....

**Parent's signature:** .....

**Date:** .....

## PERMISSION TO PUBLISH STUDENT WORK AND/OR PHOTOGRAPHS, AUDIO/VIDEO FOOTAGE OF MY CHILD

I confirm that I give permission for photographs, audio/video footage or work produced by my child to be published:

- in newsletters, newspapers, brochures, posters or other printed material
- on television, video, websites, or in other forms of media providing that the intended purpose of such publication is for educational purposes and/or for publicity or promotion of what is happening at Glenholme School.

**Signature of Parent/Guardian:**..... **Date:** .....

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