



MORRINSVILLE

Intermediate School

Kia U Ki Te Pai Whatever You Do, Let It Be Your Best

Cybersafety and Responsible Use of ICT Devices Agreement

This document is comprised of three sections:

Section A: Introduction

Section B: Responsibilities and Rights

Section C: Cybersafety and Responsible Use Agreement Form

Please read and discuss this document with your child and contact the school if there are any queries.

Please return the signed form in Section C while retaining the rest of this document for your future reference.

ICT refers to all Information and Communication Technologies.

Cybersafety refers to the safe use of the internet and all ICT equipment.

School ICT refers to all ICT provided by the school.

Objectionable refers to any material that deals with subjects deemed to be harmful to the good of students or the school. This is to be determined by common sense as well as being inclusive of the definitions used in the Films, Videos and Publications Classification Act 1993.

Section A Introduction

Our intent is for Morrinsville Intermediate School staff, students and wider community to be responsible and productive users of information and communication technologies in school and society.

The use of these technologies not only means learning *using* ICT but learning to use the ICT itself.

Above all else, it is our intention to keep our students safe and teach them how to remain safe. To do this we will create and maintain a cybersafe culture which is in keeping with our vision and values as well as legislative and professional obligations.

With the constant changes that are inherent in the ICT field, it is impossible to make rules that cover every eventuality so, rather than try and 'lay down the law' with specific rules, we have provided a broad set of expectations that are rooted in common sense. This document provides a framework to help our students learn in a safe, supportive and structured environment. If there is ever anything you are unsure about, we encourage you to contact the school for clarification.

We will constantly review this document and if we find there are technologies or programs that have evolved beyond the terms of these expectations, we will amend it accordingly.

In short, it is up to the student and their family to use and care for their technology in a safe and responsible manner and it is up to the school to provide the education and infrastructure for them to be able to do so.

This agreement includes information about your rights and responsibilities and must be read and signed prior to users being granted access to the school's network, either by personal device or by further use of school equipment.

Important elements/expectations of cybersafety to keep in mind

- Only use your own log-in and password
- Do not share your password with anyone
- Do not be abusive (mean, rude, unkind) in any way about anyone
Cyber-bullying, like any form of bullying, will not be tolerated and will be dealt with severely.
- Do not give out/enter/upload the personal information of you or anyone else without the teacher's permission. This includes name, date of birth, address, email address, phone numbers or photos.
- If you come across anything you know is wrong (objectionable) or even if you are unsure, close the browser straight away and inform your teacher.

Section B

Responsibilities and Rights

The Student

The student is responsible for:

- Following the school cybersafety expectations
- Making sure ICT use is only related to learning as directed by the teacher. This means not accessing the following:
personal email accounts, any form of social networking, streaming media (music, videos, movies) or games not authorised by the teacher.
- Using only the school's network to access the internet and not personal data allocations.
- The care, use, content and security of their own device whether used by themselves or others. This includes naming and installation of any identification/location/security software and use of secure locations in the classroom. Loss or damage is the student's responsibility.
- That the device is fully charged as no charging facilities will be provided at school.
- Taking good care of the school's ICT equipment. This includes not only the hardware but also not installing software.
- If students are unsure of any aspect of their responsibilities, they are to seek guidance from their teacher straight away.

The student has the right to:

- Use their device to communicate with parents/caregivers outside of class time.

The School

The school is responsible for:

- Doing its best to enhance learning through the safe use of ICT by endeavouring to provide an environment where students can learn while being free of inappropriate, illegal or harmful material.
- Providing professional development to all teachers so they can effectively teach using personal learning devices; and so they can educate, promote and monitor the safe and appropriate use of these devices.
- Working with students and their families to implement and promote cybersafety.
- Providing a strong and reliable computer network that has a safe and consistent internet filtering system which aims to protect all users.
- Providing areas in each class where devices can be safely and securely stored.

The school has the right to:

- Randomly and periodically monitor the activity of individual users of the school network or inspect their device for suspected breaches of the student's responsibilities as stipulated in the appropriate school policy.
- For breaches of student responsibilities the school may restrict or terminate access to the school network or confiscate/ban the student's device from school for a period of time determined by the Principal. This will be dependent on the severity and number of breaches. This can also include exclusion from use of school ICT equipment. Where necessary, external agencies/authorities will be informed.

The Teacher

The teacher is responsible for:

- Ensuring that the teaching and learning provided in their class makes the best use of the available technology while ensuring that the technology does not detract from or replace good teaching practise.
- Ensuring fair use of school devices for people who have not brought their own.

The teacher has the right to:

- Restrict the use of devices in class when an alternate learning strategy is being used.
- If a student fails to meet their responsibilities regarding ICT, the teacher may remove access to the network, or direct the student to surrender the device to the Principal while the breach is investigated and repercussions are decided upon.

The Parent/Caregiver

The parent/caregiver is responsible for:

- Discussing the contents and implications of this document with their child and making sure they understand it before signing.
- Choosing whether or not they wish to provide their child with a device, and what type.
- Remaining aware of what their child is doing with their device and working with them to remain cybersafe.
- Notifying the school of any suspected misuse during school time of the device or school network.
- Logging/installing any device details for location or insurance purposes. i.e. serial number, location software.
- Making sure their child's device has appropriate security software loaded if necessary and that it is up to date
- Contacting the Principal to discuss any questions they might have.

Section C

Cybersafety and Responsible Use Agreement Form

To the parent/caregiver please:

1. Read and understand this document
2. Keep this document for future reference.
3. Sign the following page and return it to your child's teacher. A copy will be made and returned to you for your records.

Morrinsville Intermediate School
ICT Cybersafety and Responsible Use Agreement

I have read the Morrinsville Intermediate School ICT Cybersafety and Responsible Use Agreement and understand why the school maintains a cybersafe learning environment. I will support these expectations and abide by them. I have read and understand my responsibilities and agree to these.

I understand I will not be able to access the school computer network or use any device at school until this agreement is signed.

Name of Student:	Room:
Student's Signature:	
Name of Parent/Caregiver/Legal Guardian:	
Parent's Signature:	
Date:	

Please sign and return this page to your child's class teacher