



Ellerslie School

EST 1877

"To be the best we can be."

CYBERSAFETY USER AGREEMENT FOR PRIMARY/INTERMEDIATE STUDENTS

February 2024

Instructions for parents*/caregivers/legal guardians:

1. Please read all sections carefully.
2. Discuss the cybersafety rules with your child.
3. Provide signed agreement via the online form.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

The abbreviation **'ICT'** in this document refers to the term 'Information and Communication Technologies'.

'Cybersafety' or **'Online Safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones/laptops/iPods and iPads.

'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in the next paragraph.

The term **'ICT equipment/devices'** used in this Agreement includes, but is not limited to, computers (such as desktops, laptops, tablets, iPads), storage devices (such as USB and flash memory devices, DVDs), cameras (such as video, digital, webcams, GoPros), all types of mobile phones, gaming consoles, video and audio players/receivers and any other, similar technologies as they come into use.

'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.

'Bring Your Own Device (BYOD)' refers to personal devices such as Chromebooks, used at Ellerslie School during class time to support classroom learning. This is an option in Years 5-8 only.

Additional information can be found on NetSafe's website www.netsafe.org.nz

SECTION A Introduction

Ellerslie School is committed to creating a safe online learning environment, and to the development of our students into capable digital citizens. The School's computer network, Internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programmes at Ellerslie School, and to the effective operation of the School.

Our overall goal is to create and maintain a responsible digital culture which is in keeping with the values of the school, and legislative and professional obligations.

Ellerslie 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 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 this Agreement. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Respond to any breaches as it sees fit.
- Welcome enquiries from parents or students about cybersafety issues.

This 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 provided 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 by the school or by the student, and used on or off the school site.

The School employs robust safety measures including:

- filtering software to restrict access to certain sites and data, including email.
- monitoring traffic and material sent and received using the School's ICT network.
- regular auditing of the computer network, Internet access facilities, BYOD computers, computers and other school ICT equipment/devices.

SECTION B Cybersafety rules for all students

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I will only use the school's ICT equipment, or my BYOD, for my schoolwork.
2. I will only use my school Google account, including email, for school-related purposes, both at school and off site.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask a teacher first.
4. I will only log on with my school username, while at school. I will not allow anyone else to use my username and will not tell anyone else my password. Teachers may request my password at any time. Other people's accounts, passwords and folders are off limits.
5. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
6. I will only use appropriate language when searching for information or using a device for writing.
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.
 - Make any attempt to hack or gain unauthorised access to any system.
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.
 - Inform a member of staff 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 will not download additional apps, extensions or software onto devices or my Google account unless approved by a teacher.
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.

SECTION B (continued) Cybersafety rules for all students

13. I will not give out any of my own personal information online, or any other person's personal information online either. Personal information includes:
- Name
 - Address
 - Email address
 - Phone numbers
 - Photos/Videos
 - Any other information that may identify myself or other people at Ellerslie School.
14. I will not use my school Google account to subscribe to any other accounts without the prior approval of my teacher.
15. I will respect all school ICT equipment and treat it with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
 - Not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
16. The School's cybersafety rules apply to any ICT brought to school – personal mobile phones brought onto school grounds are included in this Agreement.
17. If I damage someone's, or the school's, device I may need to contribute to the cost of the repair.
18. If I use material obtained from the Internet in my work, I will cite the source properly and I will not plagiarise the work.
19. I understand that I cannot use any ICT equipment until my parent(s) and I have read, understood and signed the Agreement form.
20. I understand that if I break these rules set out in the Agreement form:
- The school may restrict or deny access to the school ICT equipment, or BYOD, and platforms.
 - The school may need to inform my parents.
 - The school may take disciplinary action and behaviour management practices may be put in place.
 - My family may be charged for repair costs.

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.