CYBERSAFETY
AT BALMORAL SCHOOL

Cybersafety Use Agreement
For Primary/Intermediate Students

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary / Intermediate Students

Section C: Cybersafety Use Agreement Form.

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 classroom teacher 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 classroom teacher.
4. Please keep Sections A and B for future reference.
5. Bring Your Own Device is for Year 5 to 8 only.

 * 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)   **'Blogs'** are used in each whanau group at Balmoral as a means to communicate learning, ideas and opinions of our students to a wider audience. This is a web based site and is open to all viewers.*

*(c)   **'Cybersafety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*

*(d)   **'School ICT'** refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (e) below*

*(e)   The term **'ICT equipment/devices'** used in this document, includes **ALL/ANY** device which has the ability to take pictures, connect to the internet, make phone calls or send text messages.*

*(f)   **'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.*

*(g) **'Bring Your Own Device'** (BYOD) refers to personal devices such as an iPad or Android tablet, or chromebook used at Balmoral School during class time to support classroom learning. **This is an option at levels Year 5-8 only.***

SECTION A
Introduction

The measures to ensure the cybersafety of Balmoral 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 Balmoral School, and to the effective operation of the school.

Our school has robust 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 by the student or by the school, and used on <u>or</u> off the school site.

If students have signed this form and wish to take part in BYOD there are strict guidelines around this. Devices must be left in the classroom during the school day (unless used in lunchtime teacher guided clubs) and are only used during class time to support learning. Balmoral School provides a locked space for the devices, but students are fully responsible at all other times to abide by our cyber-safety agreement and in taking care of their device.

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, Bring Your Own Device computers/tablets (BYOD), computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B
Rules to help keep Balmoral 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 any 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, my BYOD 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 username, I will log on only with that username. I will not allow any other student or person to use my username.

5.   I will not tell any other student or person my password.

6.   Parents and caregivers may be able obtain their child's passwords from the school as deemed necessary by the Principal.

7.   I can only go online or access the Internet at school when a teacher gives permission and an adult is present.

8.   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'.

9.   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.

10.   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
·   Get a teacher straight away.

11.   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.

12.   I must have agreed to all points of this form and been granted this privilege by my teacher before I bring any ICT equipment/device (BYOD) from home. This includes tablets, chromebooks, USB drives and any other device that takes pictures and can connect to the internet .

13.   I understand that Balmoral staff can at any time refuse and remove the right to using ICT devices based on the neglect of any part of this agreement.

14.   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.

15.   The school cybersafety rules apply to any ICT brought to school – personal mobile phones brought onto school grounds are included in this agreement.

16.   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/Videos**

17.   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.

18.   I understand that if I break these rules, the school may need to inform my parents. The school may take disciplinary action and behaviour management practices will be put in place. I also understand that my family may be charged for repair costs.

To the parent/caregiver/legal guardian, please:

1. <u>**Read this page carefully**</u> to check that you understand your responsibilities under this agreement
1. <u>**Sign the appropriate section on this form**</u>
2. <u>**Detach and return this form to the classroom teacher**</u>
3. <u>**Keep the document for future reference**</u>, as well as the copy of this signed page which the school will provide.

I understand that Balmoral 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
- Provide a lockable area (eg classroom) for my child to store their BYOD during the school day.
- 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 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 classroom teacher
- 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 school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.
- My child or I will advise the teacher of the intention to take part in bring your own device (BYOD) to support learning.
- My child will be responsible in their use of and taking care of their own device (BYOD – Year 5-8).

Please detach and return this section to school – students without consent will be unable to use ICT's at school.

Blogs and Newsletters are used at Balmoral School as part of sharing learning. The links can be found on our school website under the 'Students' tab; photos and video of the students are often used.
I agree to provide permission for my child's images to be used on our school sites and newsletters. *Please circle.*

YES   NO

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: ……………………………………… **Student's signature:** ……………………………...

Name of parent/caregiver/legal guardian: ………………………………………………………………

Parent's signature: ………………………………………   **Date**: ………………………………