



Responsible use of ICT Devices Agreement

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

- Section A:** Introduction
Section B: Cybersafety Rules for Students
Section C: Cybersafety and Responsible Use Agreement Form

Instructions for Parents*/Caregivers/Legal Guardians

- 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.
- Discuss the cybersafety rules with your child.
- Sign the Use Agreement Form (Section C) and return that page to the class teacher.
- Please keep sections A and B for future reference.

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

Important Terms Used in This Document:

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

'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including all mobile phones and other mobile devices.

'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices. Devices using the school network include both school owned devices as well as student owned devices.

The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, chromebooks, mobile phones, tablet devices), 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 and devices, gaming consoles, video and audio players/receivers (such as portable CD and DVD players, apple TVs), 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.

SECTION A INTRODUCTION

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

The overall goal of the school in this area is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This responsible 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 an agreement and once this is signed and returned to the teacher, students will be able to access the school ICT network with their devices or use the school's 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 to all ICT equipment used on the school site.

The school will monitor traffic and material sent and received using the school's ICT network. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school will audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit if needed.



SECTION B: RULES TO HELP KEEP STUDENTS CYBERSAFE

These rules apply to all internet capable devices used in the school.

1. I cannot use ICT equipment at school until my parent/s have signed this agreement form and a completed copy has been returned to my teacher at school.
2. When at school, I can only use computers and other ICT devices at for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present and supervising me.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other ICT device to be mean, rude, or unkind about other people.
6. I will not tell anyone my password and will only log in using my own user name and password.
7. I will **not** use the computer or any other device for:
 - Any personal external email accounts, like Hotmail, gmail
 - Watching or downloading music or video or movies without my teacher's permission and supervision
 - Social networking such as Facebook, Twitter, Instagram and Snapchat
 - Uploading photographs from school to any website without my teacher's permission
 - Installing software on any school computer
 - Playing games that have not been provided as educational activities by the teacher
8. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:

- Close the browser window or file and not show others;
 - Get a teacher straight away
9. I must not bring any ICT equipment/device to school that is not approved by the school. This includes things like mobile phones, iPods, game consoles, cameras, USB drives and software.
10. I will ask my teacher's permission before I put any personal information online.

Personal information includes:

- **Name**
- **Address**
- **Email address**
- **Phone numbers**
- **Photos.**

11. I will be careful and will look after all ICT equipment at school by:
 - Not being careless, rough silly and playing around with it or tampering with hardware or software settings
 - Following our school cybersafety rules
 - Telling a teacher about anything wrong or damaged.
12. I understand that if I break these rules the school may need to tell my parent(s) and I will lose the privilege of accessing and using ICT at our school.

Rights and Responsibilities

The rights and responsibilities of Otumoetai Intermediate School

The school is responsible for:

- Providing a strong and reliable computer network that is available for students to use for their learning.
- Providing a safe and consistent internet filtering system that aims to protect all users from misuse as long as the network is used for its intended purpose.
- Provide through each class an integrated learning programme that promotes the safe and appropriate use of electronic devices.
- Maintaining the ability to monitor activity of users on the network which it will do randomly and periodically.
- Maintaining a number of computers for student and staff use on the campus.
- Providing areas in each class where the device can be safely stored under supervision.

The school has the right to:

- Randomly and periodically monitor the activity of individual users of the school network.
- To switch off student access to the school network during morning tea, lunchtimes and out of school hours.
- Load Meraki software on to each student's device to enable the device to access the school network and monitor the activity on the device during school hours. This will include a GPS tracking software that will only be activated at the request of the parent or caregiver if the device is lost or stolen.
- Inspect a student's device pertaining to their current school work or if it is suspected that inappropriate software or other material has been downloaded on the device.
- Discipline a student by:
 - Banning the student from bringing a device to school.
 - Suspending a student's use of their device in class.
 - Suspending the student's use of the school network.
- Expect students to meet their responsibilities specified in this agreement.
- In cases of serious breaches of this agreement by students, to permanently suspend the student's use of a device and / or inform the appropriate external agencies / authorities, including the New Zealand Police.

The rights and responsibilities of Otumoetai Intermediate School teachers

The teacher is responsible for:

- Ensuring that the teaching and learning provided in their class room makes best use of the available technology at school.
- Maintaining a high standard of behaviour in the class, so all students can access the internet and use their devices safely and to the best advantage educationally.

The teacher has the right to:

- Restrict the use of the device in their class when an alternative learning strategy is being used.
- Remove a student's access to the school network due to a failure by the student to meet their responsibilities in this agreement.
- Request the student to surrender their device to the principal or deputy principal to be returned to a parent

The rights and responsibilities of an Otumoetai Intermediate School student / akonga**The student is responsible for:**

- The content of their own device. If another person uses the device, the student whose device it is, is responsible for ensuring the device is used properly.
- Taking all due care in looking after their device. Loss or damage to the device is the responsibility of the owner of the device.
- Ensuring their device is fully charged at the beginning of each day.
- Ensuring their device is named and identifiable.
- Keeping their passwords to the school's network or any other programmes used, secure and private and not to share these with any other student.
- Using the device for learning as directed by the teacher or in association with the topics and learning being done in the class at that time.
- Not using their device or the school network inappropriately.
- Not using the device to bring Otumoetai Intermediate into disrepute.
- Following the school cyber safety rules as outlined above.
- Leaving their device in a secure place in the classroom during morning tea and lunchtimes

A student will have the right to:

- Bring a mobile internet capable device to school as a trusted student.
- Store private content on their device and that content will remain private as long as it doesn't impinge on other students and the school in a negative way.
- Use their device before and after school in any way they choose as long as it is in accordance with their responsibilities outlined above.

The rights and responsibilities of the parent / caregiver of an Otumoetai Intermediate School student / akonga**The parent or caregiver is responsible for:**

- Choosing whether or not they wish to provide their child with a device and what type.
- Discussing the contents and implications of this agreement with their child.
- Remaining aware of what their child is doing with their device.
- Ensuring their child understands the value of the device and respects it.
- Notifying the school of any suspected misuse of the device in school time or on the school network.
- Recording and storing the serial number of the device and insuring it for theft and breakage.

SECTION C
OTUMOETAI INTERMEDIATE
CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check 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**, as well as the copy of this signed page which the school will provide.

I understand that Otumoetai Intermediate 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 and student 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 and support its implementation at school and at home.

PARENT AGREEMENT

- I will discuss the information above with my child and explain why it is important.
- I will return a signed agreement to the teacher.
- I will support the school's cybersafety rules and the rights and responsibilities by encouraging my child to follow these and always ask the teacher if they are unsure about any use of ICT.
- I will contact the Principal or Deputy Principals 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

STUDENT AGREEMENT

I have read the Cybersafety Rules and I am aware why the school maintains a cybersafe learning environment. I will support these rules and abide by them. I have also read my responsibilities for using a device at school and agree to these.

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

Name of Student: _____ **Rm No** _____

Name of Parent/Caregiver/Legal Guardian: _____

Parent's Signature: _____

Student's Signature: _____

Date: _____

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