

WAIWERA SOUTH SCHOOL

Computer and Internet Use Agreement

Dear Parent(s)*

This background information may be helpful as you read through and discuss the cyber safety use agreement with your child.

There are sixteen rules to help keep students cyber safe as outlined in the cyber safety use agreement that you have been asked to sign.

1. I know I cannot use the school ICT equipment until my parent(s) have signed the use agreement and it has been returned to school.

All students must have a use agreement signed by their parent. Year 4-8 students sign their use agreements along with their parents. Use agreements are an essential part of cyber safety policy and programmes for schools and other organisations.

2. I can only use the computers and other school ICT equipment for my schoolwork.

This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put the safety of the learning environment at risk.

3. If I am unsure whether I am allowed to do something involving ICT I will ask the teacher first.

This helps children take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences.

4. If 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.

The user name is the unique Identity by which the network recognizes an individual. There are never two users with the same user name and this allows the school to track the activity of any student. A user name could be misused if a student's password was known and then used by others.

5. I will not tell anyone else my password.

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cyber-safe environment for all users, and teaches the child the importance of personal security.

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

There must be an educational purpose for children being online or accessing the Internet at school. Having an adult present (teacher or teacher's aide) will help to ensure children's safety.

- 7. I understand that 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'.**

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.

- 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.**

The school has a number of steps in place to prevent students accessing inappropriate or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

- 9. If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will not show others, I will get a teacher straight away.**

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cyber safety of the school community. The "Hector Safety Button" can be downloaded by parents for use on home computers from www.netsafe.org.nz

- 10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of the teacher. This is to ensure we are following copyright laws.**

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programmes or even inappropriate, age restricted or illegal material

- 11. I must have a letter from home and permission from the school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, MP3 players, iPads, tablets games and cameras.**

- 12. I will not connect any device, (such as camera or phone, iPod/MP3) to school ICT or run any software without a teachers permission. This includes wireless technologies.**

Connecting devices and installing software brought from home may cause conflicts with the school ICT systems. The school must also abide by software licensing requirements included with software. This means that if the school has not purchased the software, the school may not be legally entitled to install it.

- 13. I will ask my teacher's permission before I put any personal information online. I will also get permission from any other person involved. Personal information includes: name, address, e-mail address, phone numbers and photos.**

This reduces the risk of children being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise children's' privacy or security online.

14. I will respect all school ICT and treat 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 cyber safety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damages to a staff member.

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the teaming of others.

15. I understand that if I break these rules, the school may need to inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

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

Waiwera South School

Computer and Internet Use Agreement

I understand that:

- The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning.
- The school will do its best to keep me safe while I'm using the Internet.
- I know I'm not permitted to access any site on the Internet without my teacher's permission.
- If I use email at school I am **not permitted** to send any messages that are offensive, dangerous, inappropriate or illegal.*
- I may use the Internet or email at school only if there is a teacher supervising me.

*** Students please ask your teacher if you need any of these terms explained to you.**

1. I understand how important it is to:
 - Take care of information technology resources, such as computers and the internet.
 - Be careful with equipment and furniture.
 - Use only school software on computers.
 - Be careful not to eat food or drink around the computers.
2. Be considerate of other users.
 - Share available equipment
 - Be careful not to waste computer resources e.g. paper and ink cartridges.
 - Remove immediately from the screen any material that would not be allowed at school, which I accidentally come across and tell the teacher right away.
3. Be responsible for privacy and security.
 - I will not give anyone on the Internet information about myself or anyone else, this includes... address, phone number, photograph.
 - I will tell the teacher when I come across a virus or security problem.



WAIWERA SOUTH SCHOOL

COMPUTER and INTERNET USE AGREEMENT

STUDENT

I have read the Waiwera South School Computer and Internet Use Agreement and know the importance of the school rules for the use of computers and the Internet.

I know that if I break these rules, I might lose the right to use a school computer, and the school may take other disciplinary actions against me, which could include my removal from any course that involves computer use.

I agree that this agreement shall continue until I cease to be enrolled in the school.

STUDENT - Name: _____ **Signed:** _____

DATE: _____

PARENTS/CAREGIVERS

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here.

I have gone through the Agreement with my child and explained its importance, and there may be consequences for breaking the Agreement.

I understand while the school will do its best to restrict student access to offensive, inappropriate at school, or illegal material on the Internet or through e-mail, it is the responsibility of my child to have no involvement in such material.

I give my permission for _____ (student's name) to be given access at school to global information systems such as the internet and email.

PARENT - Name: _____ **Signed:** _____

DATE: _____