

CYBERSAFETY AT VICTORIA AVENUE SCHOOL

CYBERSAFETY USE AGREEMENT FOR YEAR 1-6 STUDENTS



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

- **Section A: Introduction**
- **Section B: Cybersafety Rules for Year 1-6 Students**
- **Section C: Cybersafety Use Agreement Form to sign and retain for your records.**
- **Section D: Cybersafety Use Agreement Form to sign and return to school office.**

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 school office know as soon as possible.
2. Discuss the Cybersafety rules (Section B) with your child.
3. Sign the Use Agreement Form (Section D) and return that page to school office.
4. Please keep sections A, B and C for future reference.

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

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones, laptops, ipads, computers etc
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, ipods, ipads, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as flip video devices, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**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 wellbeing 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.

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

SECTION A INTRODUCTION

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 Victoria Avenue School and to the effective operation of the school. We believe the use of ICT devices is of significant priority in implementing our teaching and learning practices.

Rigorous cybersafety practices and systems are in place at Victoria Avenue School, which include cybersafety use agreements for all school staff and students.

Developing a knowledge and awareness of Cybersafety is a core literacy that will be developed in VAS learners. Students will be taught what to do if they ever happen to come across objectionable material. The school will work alongside **Netsafe** to help develop in our pupils the skills required to be an effective digital citizen in our school.

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 within the school environment. Pupils should seek permission to use their own devices at school and, if necessary, be required to login to the school's network so that any viruses can be detected and deleted.

Victoria Avenue 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 or leased either partially or wholly by the school or privately owned and brought onto the school site.

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, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B RULES TO HELP KEEP VICTORIA AVENUE 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/will not use school ICT equipment until my parent/s have signed my Use Agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the school's computers and other ICT equipment 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.
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 equipment to be mean, rude, or unkind about other people. Whether the equipment be school's or personally owned we must not use ICT to bully or harass or in any way harm others, even if it is meant as a 'joke'.
6. I will not allow anyone else to use my user name. I will not tell anyone my password. I will tell a teacher if I think this has happened.

7. I will not download or copy files such as music, videos, games or programmes without the permission of a teacher. (This is to ensure we are following copyright laws)
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:

- Not show others
- Turn off the screen and
- Get a teacher straight away

8. I must not bring any ICT equipment/devices to school without permission. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
9. I will not connect any device (such as a USB drive, camera, laptop) to school ICT, or run any software, without a teacher's permission.
10. 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**
 - **Email address**
 - **Phone numbers**
 - **Photos.**
10. I will be careful and respect all of the school's ICT equipment . This includes
 - Not being silly and playing around with it
 - Not intentionally changing or disrupting any school ICT systems
 - Following our school cybersafety rules and not joining in if others choose to be irresponsible
 - Telling a teacher about anything wrong or damaged.
 11. I understand that if I break these rules the school may need to tell my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C
VICTORIA AVENUE SCHOOL
CYBERSAFETY USE AGREEMENT FORM ~YOUR PERSONAL COPY

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 and retain for your future reference
3. Keep sections A, B and C of this document for future reference.

I understand that Victoria Avenue 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
- 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 this signed copy of 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 school
- 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's leadership team to discuss any questions I might have about Cybersafety and/or this Use Agreement and I am welcome to do this at any time.
- I will support the school's Cybersafety programme by monitoring my child's ICT use outside of school and reinforce appropriate behaviours.

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

Please sign this form and keep Sections A, B and C for your own records.

I have read this Cybersafety Use Agreement and I am aware of both Victoria Avenue School's initiatives to maintain a cybersafe learning environment and the responsibilities of me and my child.

Name of student:

Name of parent:

Parent's signature: Date:

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.

Please go to Section D and sign the form and return Section D to school office

SECTION D
VICTORIA AVENUE SCHOOL
CYBERSAFETY USE AGREEMENT FORM
TO SIGN AND RETURN TO SCHOOL

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 school office.**
4. **Keep sections A, B and C of this document for future reference,**

I understand that Victoria Avenue 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
- 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 Section C 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 school
- 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's leadership team to discuss any questions I might have about Cybersafety and/or this Use Agreement and I am welcome to do this at any time.
- I will support the school's Cybersafety programme by monitoring my child's ICT use outside of school and reinforce appropriate behaviours.

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

Please sign this form and return to your child's teacher at Victoria Avenue School

I have read this Cybersafety Use Agreement and I am aware of both Victoria Avenue School's initiatives to maintain a cybersafe learning environment and the responsibilities of me and my child.

Name of student:

Name of parent:

Parent's signature: **Date:**

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.