



Chisnallwood Intermediate Digital Technologies User Agreement

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

Section A: Introduction

Section B: DT Use Terms and Conditions for Chisnallwood Intermediate Students

Section C: DT Use Agreement Form

Section D: BYOD Agreement Form

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. **All parents and all students print and sign only section C and return agreement to class teacher (s).**
3. **Only parents and students with BYOD print and sign section D and return agreement to school office or class teacher(s).**
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement, please contact the school.

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

Important terms used in this document:

- (a) The abbreviation '**DT**' in this document refers to the term '**Digital Technologies**'
- (b) 'cybersafety' refers to the safe use of the Internet and DT equipment/devices,.
- (c) 'School DT' refers to the school's computer network, Internet access facilities, computers, and other school DT equipment/devices as outlined in (d) below
- (d) The term 'DT equipment/devices' used in this document, includes school owned but is not limited to, computers (such as Desktop,), Chromebooks, iPads, and Cameras (such as video, digital, webcams).
- (e) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, drugs or violence in such a manner that it is likely to be injurious to the good of students or incompatible with school values . This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.



Section A

Introduction

The measures to ensure the cybersafety of Chisnallwood Intermediate School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school DT equipment/devices bring great benefits to the teaching and learning programmes at Chisnallwood Intermediate School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include DT Use agreements for all school staff, students and visitors.

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 DT Use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All students will be issued with an DT Use agreement and once signed consent has been returned to school, students will be able to use the school DT equipment/devices.

The school's computer network (wired and wireless), Internet access facilities, computers and other DT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the DT equipment is owned or leased either partially or wholly by the school, or student owned, and used on or off the school site.

Section B

DT use Terms and Conditions for Chisnallwood Intermediate School Students

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

1. I cannot use school or my personal DT equipment until my parent and I have read and signed this DT Use agreement form (see Section C) and returned it to school.
2. The school will provide me with username and password, I will log on only with that username. I will not allow anyone else to use my username or email address. This login belongs to Chisnallwood Intermediate.
3. I will not share with anyone else my username and password.
4. While at school or a school-related activity, I will not have any involvement with any DT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not, at any time, use DT to upset, offend, harass, threaten or harm in any way



anyone connected to the school/ external DT network or the school itself, even if it is meant as a joke.

6. I understand that the rules in this DT Use agreement apply to any DT equipment/devices owned by the school or privately owned, connected or not to the school's DT network I bring to school or a school- related activity. Any software, images or material on such equipment/devices must be appropriate to the school environment.

7. I will only use these devices at the times that I am permitted to during the school day.

8. While at school, I will not:

- Access, or attempt to access, inappropriate, offensive, age restricted, or objectionable material
- Download, save or distribute such material by copying, storing, printing or showing it to other people
- Make any attempt to get around or bypass any security, monitoring and filtering system that is in place at school.

9. If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

11. I will not attempt to run any DT Equipment/device or software without a teacher's permission. This includes all wireless technologies.

12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.

13. I will respect all DT systems in use at school and treat all DT equipment/devices with care. This includes:

- Not intentionally disrupting the smooth running of any school DT 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 not to be responsible with DT
- Reporting any breakages/damage to a staff member.

14. I understand that the school may monitor traffic and material sent and received using the school's DT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including social networks or email.

15. I understand that the school may audit its computer network, Internet access facilities, computers and other school DT equipment/devices or commission an independent forensic audit. BYOD devices are included in this and all passwords and access to the devices should be readily available. Auditing of the above items may include any stored content, and all aspects of their use, including email.

16. I will help others to become a better digital citizen. Being a responsible digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online, then I will speak up rather than just watch it happen.

17. I understand that if I break any of the rules established by this agreement, the school will immediately disable my access to any DT equipment/device. All incidents will be dealt by the appropriate Senior management team.

18. I understand that if I break any of the rules established by this agreement, the school may 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**. If illegal material or activities are involved, it may be necessary for the school to inform the police.



SECTION C

Chisnallwood Intermediate School DT USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

- 1. Read this page carefully to check that you understand your responsibilities under this agreement**
- 2. Sign the appropriate section on this form**
- 3. Return the form signed to the classroom teacher/s or school office**
- 4. Copy the document for future reference**

We understand that Chisnallwood Intermediate School will:

- Do its best to keep the school cyber safe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school DT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- We welcome enquiries and suggestions from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will follow the cybersafety rules and instructions whenever I use DT at school.
- I will also follow the cybersafety rules whenever I use privately-owned DT on the school site or at any school-related activity, regardless of its location
- I will avoid or report any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school DT equipment. I know that if I have been involved in the damage, loss or theft of DT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep a copy of this document somewhere safe so I can refer to it in the future
- I will ask my classroom teacher/s if I am not sure about anything to do with this agreement.
- I will only use my own school provided login on any DT.

I have read and understood my responsibilities and agree to abide by this DT use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: class:



Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will consciously discuss with my child the Terms and Conditions of this agreement and so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this DT use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this DT use agreement and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: Date:

Please note: This agreement for your child will remain in force as long as they are enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

SECTION D

Chisnallwood Intermediate School BYOD USE AGREEMENT FORM

Rules governing the use of any school-owned digital device will apply to private-owned DT while they are at school. This includes adherence to the Copyright Act and School Digital Citizenship policies. This is in accordance with our DT User Agreements.

Section for student

My responsibilities include:

- I will follow the cybersafety rules whenever I use privately-owned DT on the school site or at any school-related activity, regardless of its location

Section for parent/legal guardian/caregiver

My responsibilities include:

- I understand that my child's privately-owned DT is my child's responsibility and the insurance for the device is my responsibility
- I understand that teachers will provide a lockable cupboard for my child's privately-owned DT to be stored in when not in use
- I understand that a privately-owned DT is for the use of my child and that the school adheres to a 'sharing screen' concept, whereby my child may share his/her screen with others. In collaborative group work there may be 2-3 children working together, however my child is in charge of his/her device.



- I understand that a privately-owned DT while the school takes all reasonable steps to minimize risk it takes no responsibility for any loss or damage that might occur.
- I will ensure that apps and software on my child's privately-owned DT must be kept up to date, particularly anti virus software and applications.

Name of student: class:

Signature: Date:

Name of parent:

Signature: Date:

Please note: This agreement for your child will remain in force as long as they are enrolled at Chisnallwood. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.