

## **Cybersafety Agreement – All Students**

### **This agreement lasts the duration of your schooling at Elmwood Normal School**

The measures to ensure the cybersafety of Elmwood Normal School outlined in this document are based on our school values which are independence, collaboration, excellence, creativity and empathy.

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 Elmwood Normal School, and to the effective operation of the School.

Our School has rigorous 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 this 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 or leased either partially or wholly by the School, and used on or off 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.

### **Rules to help keep Elmwood Normal School Students cybersafe.**

These rules will help us to stay safe when using ICT at School.

1. I can only use School ICT equipment when my parent/s have signed my use agreement form and the completed form has been returned to School.
2. I can only use ICT equipment/go online for my Schoolwork and only with my teacher's permission.
3. I will only use my school Gmail account for my school work and not use it to sign in to Applications / Extensions that are not school work related.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use any device to be unkind to other people and will be honest and fair in all of my actions using ICT.
6. I will not tell anyone my password/s.
7. 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/Shut the laptop and**
  - **Get a teacher straight away**
8. I must sign the BYOD agreement before bringing any ICT equipment/devices to School.
9. I will not put any personal information online.  
Personal information includes:
  - Name (Surname)

- Address
- Email address
- Phone numbers

10. I will use videos or photos recorded at School for class work only.

11. I will help others to become a better digital citizen if I see the need arise.

12. I will be careful and will look after all our School ICT equipment by:

- Following our School cybersafety rules
- Telling a teacher about anything wrong or damaged.

13. I understand that if I do not follow this Cybersafety agreement, the School reserves the right to remove my digital learning privileges for an appropriate period of time.

### **Elmwood Normal School Senior 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 Elmwood Normal School will:**

- 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 compliment 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.
- I will return the signed agreement to the School.
- I will support the School's cybersafety programme by discussing the agreement with my child and explaining the importance of following the cybersafety rules.
- I will encourage my child to always seek help from the teacher if they are unsure about any use of ICT.
- I will contact my child's classroom teacher 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/ua](http://www.netsafe.org.nz/ua)**

Please note: This agreement for your child will remain in force **for the duration of their schooling at Elmwood**. If it becomes necessary to add/amend this agreement, parents will be advised in writing.

Please detach and return this section to School.

**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 and Room No: \_\_\_\_\_

Name of Parent/Caregiver/Legal Guardian: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_