



SAINT PAUL'S CATHOLIC SCHOOL
RICHMOND

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"You must shine among them like stars lighting up the sky" Saint Paul - Philippians 2:15

Junior Cybersafety Use Agreement Form 0-4

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 Saint Paul's Catholic 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 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 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 cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Cybersafety Rules

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 (see Section C) and the completed form has been returned to school.
2. I can only use the 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.

6. I will not tell anyone my password.
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**
 - Click on the 'Hector Safety Button' or **turn off the screen** and
 - **Get a teacher straight away**
8. I must not bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives and software.
9. I will ask my teacher's permission before I put any personal information online.
10. **Personal information includes:**
 - **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos.**
11. I will be careful and will look after all our school ICT equipment by:
 - Not being silly and playing around with it
 - 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).

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

Agreement

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.

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:

Name of parent/caregiver/legal guardian:

Parent's signature:

Date:
