



SAINT PAUL'S CATHOLIC SCHOOL
RICHMOND

63 Salisbury Road
PO Box 3402
Richmond NELSON 7050
P: (03) 544 2243
F: (03) 544 2263
www.stpauls-richmond.school.nz

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

Senior Cybersafety Use Agreement Form 5-8

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

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

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 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 understand that I must not use the Internet, email, mobile phones or any other 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.
6. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username and I will not tell anyone my password.
7. 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.
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
 - Click on the 'Hector Safety Button' or turn off the screen and
 - Get a teacher straight away
9. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
10. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This will include things like mobile phones, iPods, games, cameras and USB drives.
11. I will not connect any device(such as a USB drive, camera or phone) to school ICT or run any software without a teacher's permission. This includes all wireless technologies.
12. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
13. I will ask my teacher's permission before I put any personal information online. Personal information includes:
 - Name
 - Address
 - Email address
 - Phone numbers
 - Photos.
14. I will respect all school ICT and will treat all ICT equipment 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 cybersafety rules, and not joining in if other students choose to be irresponsible.
 - Reporting any breakages/damage to a staff member.

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.

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

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.

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: _____