



# Cyber Safety Agreement

## New Entrants – Year 2

This document comprises this cover page and three sections:

- **Section A: Introduction**
- **Section B: Rules to Help Keep Junior Students Cyber Safe**
- **Section C: Cyber Safety Agreement Form**

Instructions for parents, caregivers, and legal guardians

1. Please read all sections 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 cyber safety rules with your child.
3. Sign the Cyber Safety Agreement Form at the bottom of Section C and return it to the school office.
4. Please keep the remaining pages for future reference.

**Important terms used in this document:**

- The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
- 'Cyber Safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, 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
- '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 good 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.

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You can find additional information on NetSafe's website [www.netsafe.org.nz](http://www.netsafe.org.nz)

## Section A: Introduction

The cyber safety measures outlined in this document are based on Beckenham Te Kura o Pūroto's core values.

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

Our school has rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cyber safety culture which is in keeping with the values of the school, and legislative and professional obligations. This 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 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.

## Section B: Rules to Help Keep Students Cyber Safe

Parent(s)/caregiver(s), we have included a chart on the following page, which you may find helpful when discussing the cyber safety rules with your child.

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)/caregiver(s) have signed my cyber safety agreement form and the completed form has been returned to school.
2. I can only use the iPads and other ICT equipment for my schoolwork.
3. I will ask a teacher before I use the iPads and other ICT equipment.
4. I can only use the Internet at school when a teacher gives permission and an adult is present.
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. If I find anything that I am not sure about, that upsets me, that 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.
7. I will not bring any ICT equipment/devices to school. This includes things like mobile phones, smart watches, iPods, electronic games, cameras, USB drives and software.
8. I will not share my own or other people's personal information on the internet.










Personal information includes:

  - Names
  - Addresses
  - Email addresses
  - Phone numbers
  - Photos/videos
9. 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 cyber safety rules.
  - Telling a teacher about anything wrong or damaged.

If I break any of these rules, the school may need to tell my parent(s).

# Cyber Safety Rules Chart

These rules will help me to stay safe when using ICT at school:

 <p>I will sign and follow the cyber safety agreement</p>	 <p>I will only use school iPads for learning.</p>	 <p>I will ask a teacher before I use an iPad.</p>
 <p>I will only go on the internet if an adult is with me.</p>	 <p>I will be kind and helpful when I am using an iPad.</p>	 <p>I will talk to a teacher if I see something on the iPad that is not OK.</p>
 <p>I will not bring any devices to school (e.g. cell phones, tablets, smart watches etc.).</p>	 <p>I will not put my name, address, phone number or photos on the internet.</p>	 <p>I will look after our iPads.</p>

## Section C: Cyber Safety 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.

I understand that Beckenham Te Kura o Pūroto 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 cyber safety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cyber safety issues.

My responsibilities include:

- I will read the entire cyber safety agreement.
- 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 cyber safety programme by encouraging my child to follow the cyber safety rules and to always ask the teacher if they are unsure about any use of ICT.
- I will contact my child's home group teacher, the principal or school cyber safety manager to discuss any questions I might have about cyber safety and/or this use agreement.

Additional information can be found on the NetSafe website [www.netsafe.org.nz](http://www.netsafe.org.nz)

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. Students and parents/caregivers will be asked to review and re-sign the agreement as a refresher each year. If it becomes necessary to add/amend any information or rule, students and parents/caregivers will be asked to review and sign the new agreement.

Please detach the form below and return it to school.

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We have read the Cyber Safety Agreement and am aware of the school's initiatives to maintain a cyber safe learning environment, including my/my child's responsibilities.

Student's name:		Student's signature:		Date:	
Parent/caregiver's name:		Parent/caregiver's signature:		Date:	