



Cyber Safety Agreement

Years 3 – 8

This document comprises this cover page and three sections:

- **Section A: Introduction**
- **Section B: Rules to Help Keep 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, iPads, student accounts and other school ICT equipment/devices.
- The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), 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), wearable technology (such as smart watches) 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.

You can find additional information on NetSafe's website 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 and students' accounts.

The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

If a student signs into their school account outside of school, then the school's filtering and/or monitoring system may activate on that device while the student is signed in. This is designed to keep students safe no matter where students use their school accounts. If parents/caregivers do not want this to happen, then students should not sign into their school accounts outside of school.

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

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)/caregiver(s) have signed my cyber safety agreement form and the completed form has been returned to school.
2. I understand that the school cyber safety rules apply anytime I use my school account(s) and to any ICT use at or brought to school including devices used in the BYOD programme and mobile phones.
3. I can only use school devices, my school accounts and other school ICT equipment for learning purposes. I will not send emails, share documents or otherwise communicate through my school account unless it is for learning purposes.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask a teacher first.
5. I will be given my own account(s). I will log on only with my account(s). I will not allow anyone else to use my account(s).
6. My primary account is provided by G Suite. I can view their privacy policy at https://gsuite.google.com/terms/education_privacy.html.
7. I understand that any time I sign in or use my school account(s), my activity may be logged by the school.
8. I will sign out of my school account(s) whenever I have finished using it/them for learning.
9. I may tell my teachers, my parents or a trusted caregiver my passwords. I will not tell anyone else my passwords.
10. I can only access the internet at school when a teacher gives permission and an adult is present.
11. I understand that I must not, at any time, use the internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone connected to our school, or the school itself, even if it is meant as a 'joke'.
12. While at school or accessing school systems, I will not:
 - Attempt to search for things online that 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.
13. 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 or put the device to sleep and
 - Get a teacher straight away.
14. 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.
15. I must have permission from home and permission from school before I bring any ICT equipment/devices from home. This includes things like computers, mobile phones, smart watches, wearable technology, iPods, electronic games, cameras, and USB drives.
16. I will not connect any device (such as a computer, USB drive, camera or phone) to school equipment/devices or run or install any software (including apps and browser extensions) without a teacher's permission.
17. I will not share my own or other people's personal information. Personal information includes names, addresses, email addresses, phone numbers, photos, videos and audio.
If my learning requires me to use any of the above information, I will discuss this with a teacher and get their permission first.
18. I will not sign up for any email newsletters, websites, games, surveys or any other service with my school account or email address, without a teacher's permission. If I start receiving email newsletters, I will tell a teacher as soon as possible and I will unsubscribe from the newsletter.
19. I will respect all school ICT equipment/devices and will treat them 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.
 - Not changing or attempting to change the settings of school devices.
 - Not using other students' devices that have been brought to school as part of the BYOD programme.
 - Following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT.
 - Reporting any breakages/damage to a staff member.
20. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

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, help them to understand it and will 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

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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Cyber Safety Agreement Form

We have read the Cyber Safety Agreement and are 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:	