

CYBERSAFETY AT KINGSWAY SCHOOL

CYBERSAFETY AGREEMENT FOR KINGSWAY SCHOOL STUDENTS



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: KingsWay School Cybersafety Rules For All Students

Section C: KingsWay School Cybersafety Use Agreement Form

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that page to your Class/Form Teacher **by no later than Wednesday, 27th February 2013.** *If forms have not been returned by this date, your user accounts and access keys will be disabled and will only be reinstated once a signed form has been returned.*
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the Graeme Lee at KingsWay School.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including personal devices that are used to connect to KingsWay School's ICT Infrastructure.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, Netbooks, Tablets), all types of mobile devices (such as iPads, iPods Smart Phones, e-Readers), storage devices (such as USB and flash memory devices, CDs, DVDs, MP3 players), cameras (such as video, digital, webcams), gaming consoles, video and audio players/receivers (such as portable CD / DVD / MP3 players) and any other similar technologies as they come into use.
- (e) '**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.

SECTION A: INTRODUCTION

The measures to ensure the cyber-Safety of KingsWay School outlined in this document are based on our core values.

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 KingsWay 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 user 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 a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices and wireless networks as authorised by the Networks Manager.

The school's computer and wireless networks, 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.

SECTION B: KINGSWAY SCHOOL CYBERSAFETY RULES FOR ALL STUDENTS

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

1. I cannot use school ICT equipment until my parent/caregiver and I have read and signed my use agreement form (see Section C) and returned it to school.
2. **Your Student user Account:**
 - I will only use logon credentials supplied by the ICT department.
 - I will not tell anyone else my user logon credentials or share my wireless access key.
 - I will not use or attempt to use logon credentials or wireless access keys belonging to anyone else.
 - I will ensure the device I use will be password protected at all times.
3. **Acceptable Use:**
 - I must not at any time use the school's ICT equipment or personal devices to upset, offend, harass, bully, threaten or in any way harm anyone else in the school, even if it is meant as a joke.
 - I understand that the rules in this agreement also apply to any personal media/mobile device(s) which are used to connect to the School ICT network and wireless infrastructure.
 - I understand that I can only use the school ICT at school when a teacher gives permission and there is staff supervision.
 - I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
 - If I accidentally access inappropriate material, I will not show anyone but turn off the screen or minimise the window and report the incident to a teacher immediately.
 - I will not access, or attempt to access, any inappropriate, age restricted, or objectionable material.
4. **Copyright:**
 - I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
5. **Email:**
 - I understand that a school email account is provided for use as part of my studies, which is able to be used for sending files needed by me to and from school. This account is not to be used for personal or recreational use. I am permitted to access this account from home via the website <https://webmail.kingsway.school.nz>
6. **Hacking:**
 - I will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - I will not make any attempt to hack or gain unauthorised access to any of the school's systems or bypass any security measures by any means.
7. **Monitoring:**
 - I understand that 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.
 - I understand that the school may use monitoring software to monitor my behaviour/usage on the school's ICT network. This includes the school's desktop computers, laptop computers and wireless devices.
 - I understand that the school may use monitoring equipment to monitor my behaviour around the school's ICT network. This includes the use of cameras in classrooms.
8. **Audits:**
 - I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including email.
9. **School Devices:**
 - I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on any of the school's computers without permission.
 - I will NOT attempt to repair any ICT equipment.
 - I will Report any breakages / damage to a staff member or IT department.
 - I will ensure my workspace is left tidy at the end of the period.
10. **Use of IT Labs (A106, S123, S204, S205);**
 - I understand that no food is to be consumed in the IT Labs.
 - I understand that when computer labs are open during lunch time for student work completion, I will respect the Computer Monitors and staff who are on duty.
11. **Bring Your Own Devices (BYOD):**
 - I understand that the use of electronic devices will have adequate antivirus protection and the virus definitions will be kept up to date.
 - I will not connect an infected device such as a laptop or netbook to the school's ICT network.
 - I am responsible for all personally owned devices which are brought into the school. It is not the school's responsibility to protect my property from loss / damage.
 - I will only use my personal media/mobile device(s) at the times that I am permitted to during school hours.
 - I will not use my 3G/4G device while at school or create wireless hotspots to bypass internet filtering.
 - I understand that personal storage/mobile devices may be confiscated if any terms of this agreement have been breached or suspected of being breached. Confiscated storage and mobile devices may be handed over to the police if the offence warrants such action as determined by the ICT Department, School Deans, Senior Management or Board of Trustees.
 - I understand that this agreement applies to any privately owned ICT equipment/device (such as a laptop, netbook, Apple device, mobile phone, portable hard drive, Flash drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. **Printing:**
 - I understand that printing at KingsWay School is carried out on a cost recovery basis. The cost of printing is: A4 Black 10 cents; A4 Colour 24 cents.
13. **My Responsibilities:**
 - I understand that it is my responsibility to keep myself familiarised with updates to this agreement which can be downloaded from the school's LMS website (<http://moodle.kingsway.school.nz>) or requested from the IT Department.
14. **Consequences:**
 - I understand that by breaching the agreement, my account may be disabled, I will be required to see the Dean who is initially responsible for the disciplinary process.
 - I understand that if I break these rules, the school may 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. If illegal material or activities are involved, it may be necessary for the school to inform the police.

SECTION C

KINGSWAY SCHOOL CYBERSAFETY AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. **Read Section B and C carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to your Class/Form Teacher by no later than Wednesday, 27th February 2013.**
If forms have not been returned by this date, your user accounts and access keys will be disabled and will only be reinstated once a signed form has been returned.
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

We understand that KingsWay School will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements.
- Keep a copy of this signed use agreement form on file.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will read this cyber-safety use agreement carefully.
- I will follow the cyber-safety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of the School's ICT equipment. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep myself familiar with KingsWay School's Cybersafety agreement.
- I will ask the Director of IT if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this cybersafety user agreement. I know that if I breach this user agreement there may be serious consequences.

Name of student: Form class:

Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafety environment.
- I will ensure this user agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this user agreement I would like to discuss.
- I will reimburse the school for any damages caused by the student in this agreement, including collection costs.

I have read this cybersafety user agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: Date:

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school.