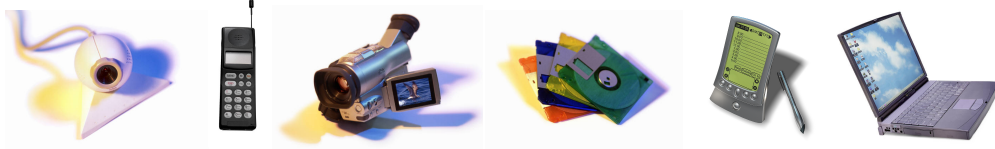


John McGlashan College

ICT USE AGREEMENT FOR STUDENTS



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

Section A: Introduction

Section B: Cybersafety Rules for Secondary Students

Section C: 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 the school office.
3. Please keep sections A & B for future reference.
4. If you have any questions about this agreement please contact the 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 mobile phones*
- (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, PDAs, tablets, ipads), 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*
- (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 cybersafety of John McGlashan College 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 John McGlashan College, 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 use 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 use 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.

SECTION B *RULES TO HELP KEEP MCGLASHAN STUDENTS CYBERSAFE*

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

(Explanatory notes in italics are included after each rule.)

1. I cannot use the school ICT equipment until my parent and I have signed the use agreement and it has been returned to school.

All students must have a use agreement signed by themselves and their parent. Use agreements are an essential part of cybersafety policy and programmes for schools and other organisations.

2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.

The user name is the unique identity by which the network recognises an individual. There are never two users with the same user name and this allows the school to track the activity of

any student. A user name could be misused if a student's password was known and then used by others.

3. I will not tell anyone else my password.

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the student the importance of personal security.

4. While at school or at a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often students become involved in these acts through peer pressure, without thinking of the consequences.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- *being online can make students feel that they are anonymous (however online interactions can be traced)*
- *the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it*
- *often the online environment has very few adults*
- *participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child*
- *Deliberate exclusion of another in an online space is another way some students hurt each other online.*

It is important that the behaviours are discussed as separate from the technologies.

5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.

Harassing or bullying others will not be regarded as a joke by the school.

6. I understand that the rules in this agreement also apply to mobile phones and other mobile devices. I will only use my devices at the times that I am permitted to during the school day.

Students and parents are also reminded of the school's specific policy on the use of mobile phones at school.

7. While at school, I will not:

1. Initiate, or attempt to, access age restricted, copyrighted or objectionable material

- 2. Download, save or distribute such material by any means to other people**
- 3. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.**

The school has a number of steps in place to prevent students accessing inappropriate, age-restricted or illegal material. The students also have an individual role to play in this process by not attempting to access information they know will not be acceptable at school. Disciplinary procedures will result if a student is attempting to bypass school Internet filtering or security systems.

- 8. If I accidentally access inappropriate material, I will not show others. I will close or minimise the window and report the incident to a teacher immediately.**

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps students to take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the school community.

- 9. 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.**

Many files available on the Internet are covered by copyright and although they can be easily downloaded, it may be illegal to do so. Sometimes these files can contain malicious content such as viruses, spyware programs or even inappropriate, age restricted or illegal material.

- 10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, ipad, mobile/smart phone, USB 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 and the school will have the right to check content of such items when requested.**

Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the school environment.

- 11. I will ask my teacher's permission before I put any personal information online. I will also get permission from the other person involved.**

This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise student's privacy or security online. Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Facebook, MySpace, blogs, Club Penguin etc.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available a don't share personal details including images of themselves or their friends online*

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- *password protect any spaces or accounts and never share that password*
- *don't allow anyone they don't know to join their chat or collaborative space. Use the block feature*
- *are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) **Once it is published they have lost control of it.***

12. I will respect all school ICT and treat ICT equipment/devices with care. This includes not intentionally disrupting the smooth running of any school ICT system, not attempting to hack or gain unauthorised access to any system, following all school cybersafety rules, not joining in if other students choose to be irresponsible with ICT, and reporting any breakages/damage to a staff member.

In addition to promoting student safety, the rules help the school to protect the considerable investments made in expensive ICT equipment. Intentionally disrupting ICT systems will be seen by the school as intentionally setting out to disrupt the learning of others.

13. 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.

The school has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/device. The school may also use filtering to restrict access to certain sites.

14. 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. It may also include content on privately owned equipment if it has been brought to and used in the school environment. In any such audit, refusal to permit access via passwords etc will forfeit rights to continued access to the schools ICT systems.

In an audit, all material, files and emails could be checked by the school.

15. 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. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family possibly having responsibility for repair/replacement costs, the school taking disciplinary action.

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

Please sign, date, and return the following form to the school office.



**Network & internet access will
not be enabled until this form
has been signed and returned**



SECTION C
ICT USE AGREEMENT FORM

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

1. **Read this page 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 the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

We understand that John McGlashan College 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 cybersafety use agreement carefully
- I will follow the cybersafety 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 school ICT. 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 this document somewhere safe so I can refer to it in the future
- I will ask the Assistant Principal (Admin) 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 use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: **Year Level:**

Student 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 cybersafe environment
- I will ensure this use 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 use agreement I would like to discuss.

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

Name of parent:

Parent Signature: **Date:**

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.