

CYBERSAFETY USE AGREEMENT: WBHS STUDENTS



Section A: Cybersafety Rules for Secondary Students

Section B: 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 B and return that page to the school office or form teacher at the start of the year
3. Please keep section A for future reference. (A copy can also be found at ilearn.westlake.school.nz)
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) **'Cybersafety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (b) 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

SECTION A: Rules to help keep Westlake Boys High School students Cybersafe

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 WBHS, and to the effective operation of the school.

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.

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 and I have read and signed my use agreement form (see Section B) and returned it to school.
2. I will 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.
3. I will not tell anyone else my password.
4. While at school or 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).
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.
6. I understand that the rules in this use agreement also apply to mobile phones.

7. While at school, I will not:
- Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - Use a mobile phone to harass students, staff or other members of the school community, or to inappropriately text, 'pxt', email, photographs or film, phone messages, images or any other function.
8. If I accidentally access inappropriate material, I will:
1. Not show others
 2. Report the incident to a teacher immediately.
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.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, tablet, 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.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. 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.
13. I will respect all ICT systems in use at school and treat all ICT equipment/devices 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 with ICT
 - Reporting any breakages/damage to a staff member.
14. 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.
15. I understand that access to 'Social networking' sites like Bebo, Myspace and Facebook is banned from school ICT, and publishing material that can easily identify myself or other individuals as students of WBHS from any computer can result in disciplinary action.
16. 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.
17. 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 B

WBHS CYBERSAFETY 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 or your son's Form teacher**
4. **Keep the document for future reference**

We understand that Westlake Boys High 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
- Respond appropriately to any breaches of the use agreements
- 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 ICT Director 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:**

Signature: **Date:**

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my son 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 son and by me, and returned to the school
- I will encourage my son 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 keep the school up to date with my Email and mobile numbers, which will be used by the school to contact me if needed.

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

Name of parent:

Signature: **Date:**

Mobile **Email**

Please note: This agreement for your son will remain in force as long as he is enrolled at WBHS. Changes to ICT use agreements may be recorded on the school website or intranet.