

# 2020 - Katikati College Cybersafety Agreement – Parent / Caregiver



The following information has been shown to students during Form Class. Students have then been asked to sign it to show that they will follow this agreement.

We would ask that you read through the information and then acknowledge your responsibilities. Please return to the main office at the College.

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), storage devices (such as USB and flash memory devices, CDs, DVDs, 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.

## Katikati College Cybersafety Agreement Rules

**Please read this document carefully before signing.**

Katikati College's computer network, Internet access facilities, computers and other school ICT equipment/devices offers vast and diverse resources to both students and staff. These resources help to promote educational excellence in our school by facilitating resource sharing, communication, and skills in finding and using information and innovative teaching programs.

**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. These agreement rules also apply when students are involved in distance learning off-site.**

### **In displaying our MARK values, I will be responsible and safe in my use of ICT.**

1. I will only be allowed to use school ICT equipment once 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 keep my password a secret that will not be shared.
4. I understand that the rules in this use agreement also apply to mobile phones.
5. 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, 'pvt', email, photographs or film, phone messages, images or any other function.
6. If I accidentally access inappropriate material, I will:
  - Not show others
  - Report the incident to a teacher immediately.
7. 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.
8. 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.
9. 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.
10. I will respect all ICT systems in use at school **and to provide distance learning** 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.
11. 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.
  12. 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.
  13. 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.
  14. While at school or a school-related activity or involved in distance learning, I will ensure that any involvement with any ICT material or activity will not put myself or anyone else at risk (e.g. bullying or harassing).
  15. 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.
  16. 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.

**We understand that Katikati 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
- Respond appropriately to any breaches of the use agreements
- Welcome enquiries from students or parents about cybersafety issues.

**As a 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, be it onsite or offsite for distance learning
- 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 ask my Form Teacher 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 further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.**

**As the parent / caregiver / legal guardian, my responsibilities include:**

1. I will read this cyber safety use agreement carefully and discuss it with my son/daughter so we both have a clear understanding of their role in the school's work to maintain a cyber safe environment
2. I will encourage my son/daughter to follow the cyber safety rules and instructions
3. I will contact the school if there is any aspect of this user agreement I would like to discuss.
4. 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.

**Name of Student:** \_\_\_\_\_

**Form Class** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I DO NOT wish to have my child's work or photo shared or used by the school