



WAIHOPAI SCHOOL

Learning Together, Striving for Excellence
Ako ngātahi tātou, tohea tonu mā te hiranga



CYBERSAFETY USE AGREEMENT FOR PRIMARY STUDENTS

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

Section A: Introduction

Section B: Cybersafety Rules for Primary Students

Section C: Parent/Caregiver Consent

Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B 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 cybersafety rules with your child.
3. Provide your consent by selecting the appropriate option on the online enrolment form
4. Please keep sections A and B for future reference.

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

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, iPads, 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
- (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.

Additional information can be found on [NetSafe website](#)

SECTION A

INTRODUCTION

The measures to ensure the cybersafety of Waihopai School outlined in this document are based on The Waihopai Way.

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 Waihopai 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 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 and our students.

Students may use school ICT equipment and services once parent/caregiver consent has been provided through the online enrolment form.

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 will 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 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 WAIHOPAI SCHOOL STUDENTS CYBERSAFE

These rules will help us to stay safe when using ICT at school

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (see Section C) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present for support.
4. If there is something I'm not sure about I will ask my teacher or other supervising school staff member.

5. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind to or about other people.
6. 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
 - Minimise or turn off the screen and
 - Get a teacher straight away (do not close the site – this enables staff to record the site and take action relating to the site whether this is blocking or any other appropriate action)
7. I must not bring personal ICT equipment or devices to school (such as mobile phones, smart watches, gaming devices, cameras, USB drives or similar technology) unless permission has been given by my parent/caregiver and approved by my teacher or the principal.
8. I will ask my teacher's permission before I put any personal information online.

Personal information includes:

- **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos**
-
9. I will be careful and look after all school ICT equipment by:
 - Using it responsibly and safely
 - Following our school cybersafety rules
 - Telling a teacher about anything that is damaged or not working properly
 - Not using it in an inappropriate manner
 - Not eating or drinking while using ICT equipment

SECTION C

PARENT/CAREGIVER CONSENT

To the parent/caregiver/legal guardian, please:

1. Read this information carefully to ensure you understand your responsibilities under this agreement.
2. Indicate your acceptance or decline of this agreement by selecting the appropriate option on the online enrolment form.
3. Submit the completed online enrolment form.
4. Keep a copy of this document for future reference.

I understand that Waihopai School 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 cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities as a parent include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will provide my consent through the online enrolment form
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school ICT Lead Teacher to discuss any questions I might have about cybersafety and / or this use agreement.
- Informing any other educational providers my child attends about any permissions I have granted regarding the publication of images (photos or videos) and the use of online learning tools and digital platforms. (these are explained further through this documentation).
- Considering the rights and privacy of all students, parents / caregivers and staff when taking and using photos or film footage of school events. **In order to safeguard the privacy of all students and staff any images or film which contain recognisable pictures of children (other than your own) or staff are not published on any form of social networking site or digital media such as social media platforms, video-sharing websites, blogs, websites, online forums, or any other digital publishing platforms without direct permission from the parents of the people concerned.** It is entirely your own choice about whether to publish or not publish images of your own child / children. **Please be aware that**

some students / parents have privacy conditions that can put them at personal risk if images etc are made public in any form.