Cybersafety Use Agreement: Preparatory School

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. If you have any questions about this agreement, please contact the College.

   * 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 and laptops), storage devices (such as USB and flash memory devices), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers, and any other, similar, technologies as they come into use.

Rules to help keep St Andrew's College Students Cybersafe

The College computer network, internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Andrew's College, and to the effective operation of the school. Once students and parents have consented to this agreement, students will be permitted to use ICT equipment/devices whilst in the care of the College.

The College 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 St Andrew's College and used on or off the College campus.

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 College ICT equipment until my parent(s) and I have agreed to the terms set out in this document.

2. I can only use the computers and other College ICT equipment for my schoolwork.

3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

4. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.

5. I will not tell anyone else my password.

6. I understand that I must not at any time use ICT, or have any involvement with any ICT material, that may upset, offend, bully, harass, threaten, in any way harm, or put at risk anyone connected to the College (including me) or the College itself, even if it is meant as a joke.

7. While at St Andrew's College, I will not:
   a. attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing;
   b. download, save or distribute such material by copying, storing, printing or showing it to other people;
   c. make any attempt to get around or bypass security, monitoring and filtering that is in place at St Andrew's e.g. by use of VPNs or proxies;
   d. set up wired or wireless 'hotspots' or 'tethering' using any ICT equipment.

8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
    a. not show others;
    b. turn off the screen;
    c. get a teacher straight away.

9. I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.

10. The College cybersafety rules apply to any ICT brought to the College like a mobile phone.

11. 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.

12. I understand that any gaming on any ICT equipment/device must only be carried out at approved times and in designated locations. Furthermore, I understand that all such gaming must be appropriate to the school environment e.g. no first-person or third-person shooters, or games depicting inappropriate, age restricted or objectionable material.

13. Privacy
    a. no student shall publish any audio or visual recordings, including postings on the internet, which depict students or staff of the College on-site or at College activities off-site, without the express consent of the Rector or the Principal of the relevant school;
    b. no student may export from the College computing system any material that is inappropriate, illegal, offensive or in any way brings St Andrew's into disrepute.

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

15. I understand that the College may monitor traffic and material sent and received using the College's ICT network. St Andrew's may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

16. I understand that if my parent signs up to the Family Zone cybersafety software, I accept the terms of St Andrew's Family Zone privacy policy as outlined here: **https://stac.nz/FamilyZonePrivacy**.

17. I understand that the College may audit its computer network, internet access facilities, computers and other College ICT equipment/devices or commission an independent audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

18. I understand that if I break these rules, St Andrew's College may inform my parent(s). In serious cases the College 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 College to inform the police.

19. I understand that these rules apply to any privately-owned ICT equipment/device (such as a laptop, mobile 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 College environment.

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St Andrew's College

Digital Citizenship

I understand that a good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. The good citizen respects other people's property and expects others to do the same for them.

The good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. And in return, they expect the same respect to be shown to them.

There are three key parts to digital citizenship. They are looking after yourself, other people and property:

Looking after yourself by:

a. choosing online names that are suitable and respectful;

b. only inviting people you actually know in the real world to be your friends in the online world;

c. only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it's inappropriate;

d. setting your privacy settings so that only the people you know can see you and your personal information;

e. using passwords that are hard to guess and keep these secret;

f. only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly;

g. always reporting anything that happens online which makes you feel uncomfortable or unhappy;

h. talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

Looking after others:

a. by showing you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate;

b. by not getting involved in conversations that are unkind, mean or bullying;

c. by reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you – if you would find them offensive then they are inappropriate;

d. some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult;

e. show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

Looking after property:

a. by not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online;

b. by not illegally sharing the music, movies, games and other software that you own with other people;

c. by checking that the information you are using is correct. Anyone can say anything on the internet, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents;

d. by looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage that you find.