



Cybersafety Use Agreement: Secondary School

Section A: Cybersafety Rules for Secondary Students

Section B: Cybersafety Responsibilities

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.

Section A: 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'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 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 will log on only with the username provided to me by St Andrew's College. I will not allow anyone else to use my username.
2. I will not tell anyone else my password.
3. 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.
4. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
5. While at St Andrew's College, I will not:
 - a. access, or attempt to access, inappropriate, age restricted, or objectionable material;
 - 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 privately-owned ICT equipment.



Cybersafety Use Agreement: Secondary School

6. If I accidentally access inappropriate material, I will:
 - a. not show others;
 - b. report the incident to a teacher immediately.
7. I understand that I must not download any files such as music, videos, games or programs 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 I must not install any commercial software, shareware, or freeware to College computers or the network. Games are not to be downloaded or played on College computers unless they have been authorised by a teacher as an integral component of a course.
9. I will not connect any device (e.g. camera or phone) to, or attempt to run any software on, school ICT without the College's permission. This includes all wireless technologies.
10. I will get permission before giving out any personal information (including photos and videos) online about another person. In addition, I will think carefully about posting personal information about myself and will consult with a teacher if I have any doubt. Personal information includes but is not limited to: name, address, email address, phone numbers, photos and videos.
11. 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.
12. Privacy
 - a. no pupil 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 pupil may export from the College computing system any material that is inappropriate, illegal, pornographic, offensive or in any way brings St Andrew's into disrepute.
13. I will respect all ICT systems in use at St Andrew's College 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.
14. 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.
15. I understand that if my parents sign 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>.
16. I understand that the College may audit its computer network, internet access facilities, computers and other College 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, 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.
18. 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.



Cybersafety Use Agreement: Secondary School

Section B: Cybersafety Responsibilities

We understand that St Andrew's College will:

- do its best to keep the College cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or College ICT equipment/devices at St Andrew's or at College-related activities and enforcing the cybersafety rules and requirements detailed in use agreements;
- keep a record of the agreement to this document on file;
- respond appropriately to any breaches of the use agreements.

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 College ICT;
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the College campus or at any College-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 College or other members of the St Andrew's community;
- I will take proper care of College 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;
- When using ICT at St Andrew's College I will always be a good digital citizen.

This means that I:

- will be a confident and capable user of ICT. I know what I do and do not understand about the technologies that I use. I will get help where I need it;
- understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is ok to do each one;
- will think carefully about whether the information I see online is true. I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it;
- will be able to speak the language of digital technologies. When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain;
- understand that I may experience problems when I use technology and that I will learn to deal with them. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next;
- will always use ICT to communicate with others in positive, meaningful ways. I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people;
- will be honest and fair in all of my actions using ICT. I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help;
- will always respect people's privacy and freedom of speech online. I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them;
- will help others to become better digital citizens. Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online, then I will speak up rather than just watch it happen.