



# Carew Peel Forest School Cyber Safety Agreement

## Instructions for parents\*/caregivers/legal guardians

Please read sections A and B carefully. If there are any points you would like to discuss, please contact school.

1. Discuss the cybersafety rules with your child/children.
2. Sign the use agreement form (Section C) and return that page to the school office.
3. Please keep Sections A and B for future reference.



Important terms used in this document:

- (a) 'Parent' : also refers to legal guardians and caregivers.
- (b) 'ICT' : 'Information and Communication Technologies'.
- (c) 'Cybersafety' : safe use of the Internet and ICT equipment/, including mobile phones.
- (d) 'School ICT': the school's computers, network, Internet access, and other ICT equipment, as below.
- (e) 'ICT equipment/devices' : computers, storage devices (USB drives, CDs, DVDs, disks, iPods, MP3 players, etc), cameras (video, digital, webcams), phones, gaming consoles, video/audio players, and any other similar technologies.
- (f) 'Objectionable' : 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.



## A. INTRODUCTION

The measures to ensure the cybersafety of Carew Peel Forest School outlined in this document are based on our core 'Caring' values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the school's teaching and learning programmes, and effective operation.

We aim to have 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 possible consequences associated with cybersafety breaches. Use agreements will be in place for all students and staff.

Our school is linked to the school's Managed Network connection package Network for Learning (N4L). N4L's Web Filtering helps schools create a safer online environment for staff and students. It helps to provide a layer defence between students and internet-based threats.

We may audit our computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)

## B.

# CYBER SAFETY AT CAREW PEEL FOREST SCHOOL

As a safe and responsible user of ICT I will help keep myself, other people and the equipment safe by following our ICT Care Code Tikanga Tiaki:

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form and returned it to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I 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. If I have a password, I will not tell it to anybody else.
4. I understand that if I break these rules, the school may need to inform my parents, and may take disciplinary action against me. I also understand my family may be charged for repair costs.
5. When using the equipment, I will follow our school's Care Code:

### a) Caring For Myself and Others - Manaaki Tangata

- If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will not show others, but turn off the screen and get a teacher straight away.
- I will never give out personal information online, including name, address or photos, and any addresses I use will be through the school.
- I will not join other students if they choose to be irresponsible.

### b) Caring For Learning - Manaaki ako

- I will check with a teacher first if I am unsure whether I am allowed to do something involving ICT.
- I will only research and access websites that I know are acceptable at our school, and only access internet websites for which I have my teacher's permission.
- I will respect the school's filter system and not attempt to bypass any system, this includes entering school access codes to access unauthorized sites.
- I will not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

### c) Caring for the Environment - Manaaki taiao

- I will treat all equipment with respect, keeping things clean and tidy, and tell a teacher of any damage
- I will have clean and dry hands.
- I won't eat or drink when using the computers.
- I will not connect my own devices to school ICT without a teacher's permission.

# CAREW PEEL FOREST CYBERSAFETY USE AGREEMENT

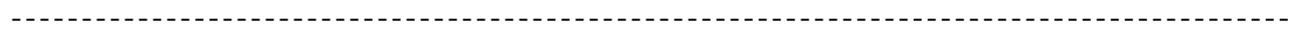
**I understand that Carew Peel Forest Primary School will:**

- 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.
- encourage children and their families to understand of the importance of cybersafety by providing children with strategies to keep themselves safe in Cyberspace.
- keep this signed use agreement on file.
- respond to any breaches in an appropriate manner.
- welcome enquiries about cybersafety issues.

**My responsibilities:**

- I will discuss this Care Code agreement with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will encourage my child to follow the school’s Care Code expectations.
- I will contact the school to discuss any questions I might have about cybersafety.

✂ Please complete the form below, detach and return it to school:



## Carew Peel Forest School CYBERSAFE USE AGREEMENT

I have read this agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s/children’s responsibilities.

Student’s name: ..... Student’s signature: .....

Student’s name: ..... Student’s signature: .....

Student’s name: ..... Student’s signature: .....

Name of Parent/Caregiver/Legal Guardian: .....

Parent’s signature: ..... Date: .....

**Please note:**

- This agreement for your child/children remains in force as long as they are enrolled at this school.
- If it becomes necessary to amend any information or rule, you will be advised in writing.