

Cybersafety at Raglan Area School

The measures to ensure the cybersafety of Raglan Area School outlined in this document are based on our core values. These are:

- To maximise student learning and achievement
- To ensure all members of our school community stay safe
- To ensure that all users get equitable and fair access to our limited resources

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for **educational purposes appropriate to the school environment**.

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 Raglan Area 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.

RULES TO HELP KEEP RAGLAN AREA SCHOOL STUDENTS CYBERSAFE

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 school ICT infrastructure (email/internet) until my parent and I have read and signed my use agreement form (see Section C) and returned it to school.
2. 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 believe that somebody else may have access to my username and password I understand that it is my responsibility to request a new username and/or password from my whanau teacher.
3. I will not tell anyone else my password.
4. While at school or a school-related activity (online using schools presence ie email, Google classroom etc), I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. 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 (Facebook/Email/Google Classroom etc).
6. 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.
7. 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 or use Proxy Annonymisers**

- Use any school computers for **arcade-style games, downloading or viewing/ listening to music and/ or video without teacher approval.**
- Access social **networking sites eg. Bebo, Youtube, Facebook etc without teacher approval.**

9. If I accidentally access inappropriate material, I will:

- 1. Not show others**
- 2. Turn off the screen or minimise the window**
- 3. Report the incident to a teacher immediately.**

10. 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.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a **laptop, 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.
12. I will respect all ICT systems in use at school 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.
13. 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.
14. 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.
15. 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.

RAGLAN AREA SCHOOL CYBERSAFETY USE AGREEMENT FORM

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the first 3 pages for future reference**, as well as the copy of this signed page which the school will provide.

We understand that Raglan Area School 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
 - Keep a copy of this signed use agreement form on file
 - Respond quickly and appropriately to any breaches of the use agreements
 - Provide all members of the school community with cybersafety education designed to complement and support the ideas referred to in this document. Welcome enquiries from students or parents about cybersafety issues.
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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 school’s ICT
- 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 keep this document somewhere safe so I can refer to it in the future
- I will ask my whanau 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 know that if I breach this use agreement there may be serious consequences.

Name of student: **Whanau:**

Signature: **Date:**

Section for parent/legal guardian/caregiver - my responsibilities include:

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school’s work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss

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

Name of parent:

Signature: **Date:**

Informed Consent:

I give my informed consent to having my child’s work/photograph on the Raglan Area Schools website, in local press or other publications, or publicly displayed. I realise that this information/data will potentially be available to a wide and variable audience.

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Signed by Parent/Guardian

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Date