

CYBER SAFETY AGREEMENT - PUKEKOHE INTERMEDIATE SCHOOL

SECTION A INTRODUCTION TO PUKEKOHE INTERMEDIATE CYBER SAFETY



Pukekohe Intermediate Cyber Safety commitments are based on our H.E.A.R.T. values.



- The school's computer network, internet access and ICT equipment greatly benefit the teaching and learning programmes at Pukekohe Intermediate.
- Cyber safety user agreements are in place for all school staff and students in keeping with our school values and professional obligations.
- This user agreement includes information about your responsibilities and the possible consequences, which undermine the safety of the school environment.
- All students will be issued with this user agreement. When signed by the student and legal guardian, students will be able to use their personal (excluding mobile phones and/or smart watches) and school ICT equipment on the computer network.

SECTION B RULES TO HELP KEEP PUKEKOHE INTERMEDIATE SCHOOL STUDENTS CYBER SAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

My responsibilities to the school

- I understand that the school monitors material sent and received using the school's ICT network. The school uses filtering software to restrict access to sites and data, including email.
- I understand that the school may audit the computer network, internet access, and all ICT equipment.
- I will not search for topics online I know are not acceptable at our school. This includes anything that is violent, includes hate speech, adult content, substance abuse, bullying or bad language. I will not partake in any online behaviour out of school hours that impacts on other Pukekohe Intermediate School students or staff, even if it is a "joke".
- I understand that any communications with others online must be approved by my classroom teacher. This means I do not have permission to email or chat to friends or family online during the school day.
- I understand that I must not download or copy any files including music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
- I will not make any attempt to get around security, monitoring and filtering that is in place at our school.
- If I find anything mean, rude or things I know are not acceptable at our school I will:
 - Not show others
 - Turn off the screen
 - Get a teacher straight away
- I understand that if I break these rules the school will inform my parents. I understand in serious cases there will be consequences for me and that my family may be charged for any repair costs.

Respect for Equipment

- I will respect all school ICT equipment and will treat it with care. This includes not joining in with others if they choose to be irresponsible. Breakages and any damages must be reported to a staff member.
- I am not permitted to bring any ICT equipment from home without prior permission from my classroom teacher.
- I understand that any mobile device **MUST** be handed into the classroom or HUB teacher at the beginning of the day and will be returned to me at the end of the day. This includes mobile phones and smart watches.
- I understand that any devices brought to school for learning purposes will be kept secure in the classroom. The school is not liable for any damage or loss of devices that may occur.
- If I misuse my personal device it will be confiscated and handed in the Student Centre where it will be locked in the school safe. I will receive a confiscation letter from the Student Centre. I will get my device back when my legal guardian comes to the Student Centre to collect it during office hours between 8.00am-3:30pm.

Personal Information

- I will ask my teacher's permission before giving out any personal information online. Personal information includes: name, address, email, phone numbers, photos and videos.
- I will not share any of my passwords for my school accounts.
- I will log out of my account when I am finished using the device.
- The school will give me my own Google/Gmail account. I will not allow anyone else to use this account.
- I understand that when this user agreement is signed by myself and my legal guardian I will be able to use my personal and school ICT equipment.

SECTION C
PUKEKOHE INTERMEDIATE CYBER SAFETY USE AGREEMENT

To whānau, caregivers and legal guardians

1. Please read this page carefully to check that you understand your responsibilities under this agreement.
2. A copy of this document for future reference is available on our school website.

I understand that Pukekohe Intermediate School will:

- Keep a copy of this signed cyber user agreement on file.
- Enhance learning through the safe use of digital technology by restricting access to inappropriate material on the Internet, on devices at school, and during school-related activities.
- Work with children and families to understand the importance of cyber safety. This includes providing students and whānau with strategies to keep them safe in cyberspace through the Digital and Health Curriculum supported by Netsafe.org.nz and Linewize Family Zone.
- Respond to any breaches to the rules outlined above and that there will be consequences for my child if they break these rules. I understand in serious cases that my family may be charged for repair costs.

Publicity/Publication of Student Images and Work:

- By signing this agreement I give permission for the school to use my child's first name, surname initial, and photograph in the school newsletter, school website, classroom and official school facebook pages.
- By signing this agreement I give permission for my child's photograph and/or work to appear in school publications including our website and our Facebook pages.
- By signing this agreement I give permission for my child's first name and full surname to appear in the school yearbook.
- I agree that my child's photograph may be published in a local newspaper as part of a celebration of school activities, should this opportunity arise.

Permission Slip
Please return this section to school.

I have read the cyber safety user agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment, including my child's responsibilities.

Name of student: **Room:**

Signature of student:

Name of caregiver/legal guardian:

Signature of caregiver/legal guardian:

Date:

If you have any further questions or concerns about signing this cyber safety agreement please do not hesitate to contact

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