



MOUNT ALBERT GRAMMAR SCHOOL

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INTERNET & E-MAIL ACCESS – CYBERSAFETY USE AGREEMENT

Please submit the signed agreement on Page 3 of this form when enrolling

This document is comprised of this cover page and three sections:

- Section A: Introduction
- Section B: Cybersafety Rules for Secondary Students
- Section C: Cybersafety Use Agreement Form

Instructions

1. Students and parents*/caregivers/legal guardians, please read and discuss all sections carefully.
2. Parents and students, please sign Section C and return that page with other enrolment forms.
3. Please keep Sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

* 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 '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, laptops, tablets), storage devices (such as USB devices, DVDs, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/devices (such as portable CD and DVD players) and any other, similar, technologies as they come into use.
- (e) 'Objectionable' in this agreement means 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. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

SECTION A - Introduction

The measures to ensure the cybersafety of Mount Albert Grammar School outlined in this document are based on our core values.

The school's computer network, internet access facilities for both school and student devices, and other school ICT equipment bring great benefits to the teaching and learning programmes at Mount Albert Grammar 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. The overall goal of the school in this matter is to create and maintain a cybersafety culture that is in keeping with the values of the school and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities and the nature of possible consequences associated with cybersafety breaches, which undermine the safety of the school environment.

Only students who have signed a use agreement upon enrolment are allowed to use the school ICT equipment/devices.

The school'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 the school, and whether used on *or* off the school site.

Students and staff are encouraged to be good digital citizens by being technically capable, digitally literate and socially responsible when working online.

SECTION B – *Rules to help keep Mount Albert Grammar 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 equipment until my parent or caregiver and I have read and signed my use agreement form (see Section C).
2. I will always log on with my school username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity that might put myself or anyone else at risk, e.g. bullying, trying to access objectionable material, etc.
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. This applies at all times, not just at school and applies especially to the use of social media.
6. I understand that the rules on this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. I understand that I can only use the Internet at school when using it for educational purposes.
8. 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 are in place at school.
9. If I accidentally access inappropriate material, I will:

1. Not show others
 2. Turn off the screen or minimise the window and
 3. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, or programmes that do not comply with the Copyright Act 1994 and later amendments. I also understand that the use of peer-to-peer file-sharing sites is prohibited by law and that anyone who infringes copyright may be personally liable under copyright law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, mobile phone, USB drive, etc.) 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 not attempt to run any personal software on computer on our school network. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos or videos) online about myself or any other person. I will also get permission from any other person involved. Personal information such as your name, address, e-mail address, phone number should not be posted online.
14. I will respect all ICT systems in the 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.
15. 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 e-mail.
16. 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 e-mail.
17. 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.

SECTION C – Mount Albert Grammar 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. Include this page (Section C) with your other enrolment forms.
4. Keep Sections A & B for future reference.

We understand that Mount Albert Grammar School will:

- Do its best to keep the school cybersafe, by maintaining an effective digital citizenship programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet at school and enforcing the cybersafety rules and requirements detailed in use agreements.
- Students will be encouraged to become good digital citizens who are technically capable, digitally literate and socially responsible.
- Keep a copy of this signed use agreement form on file.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the school community with cybersafety and digital citizenship information designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents about cybersafety and digital citizenship issues.

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 and endeavour to be a good digital citizen.
- 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 that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community. I understand this includes out-of-school hours.
- 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 the cybersafety rules (Sections A & B) somewhere safe so I can refer to them in the future.

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:

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 Director of E-learning 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:

Please note:

This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, the new agreement will be e-mailed to all students and will be posted on the School's website.