

## Internet and email access – Cyber-safety Agreement

If you have any questions about this agreement please contact the Director of e-Learning on the school.

### **Important terms used in this document:**

- (a) *The abbreviation 'ICT' in this agreement refers to the 'Information and Communication Technologies'.*
- (b) *'Cyber-safety' 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 agreement, 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.*

### **This agreement comprises three sections:**

- Section A: Introduction
- Section B: Cyber-safety Rules for Secondary Students
- Section C: Summary

### **Section A - Introduction**

The measures to ensure the cyber-safety of MAGS, outlined in this agreement, 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 cyber-safety practices in place, which include cyber-safety use agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a cyber-safety 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 cyber-safety breaches, which undermine the safety of the school environment.

Only students whose parents have checked the 'I agree' box below this agreement on 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 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 Cyber-safe**

Checking the box in front of 'I agree', below this agreement indicates the acceptance by the parent and the student of the obligation to be *a safe and responsible user of ICT by abiding these rules.*

1. School ICT equipment cannot be used until the 'I agree' box has been checked
2. The student will always log on using only his/her school username.
3. The student will not allow anyone else to use his/her username.
4. The student will not tell anyone else his/her password.
5. While at school or on a school-related activity, the student will not have any involvement with any ICT material or activity that might put him/herself or anyone else at risk. This refers to activities such as: bullying, trying to access objectionable material, etc.
6. The student understands that he/she must not 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
  - a. at all times,
  - b. at school and at events under school jurisdiction,
  - c. to actions involving members of the school student body, staff and
  - d. especially to the use of social media.
7. The student understands that the rules in this agreement also apply to his/her use of mobile phones and will only use his/her mobile phone(s) at the times permitted during the school day.
8. The student understands that he/she can only use the Internet at school for educational purposes.
9. While at school, the student 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. attempt to get around or bypass security, monitoring and filtering that are in place at school.

10. If the student accidentally accesses inappropriate material, he/she will:
  - a. not show others;
  - b. turn off the screen or minimise the window and
  - c. report the incident to a teacher immediately.
  
11. The student understands that he/she must not download any files such as music, videos, or programmes that do not comply with the Copyright Act 1994 and later amendments.
  
12. The student understands 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.
  
13. The student understands that these rules apply to any privately-owned ICT equipment/device (such as a laptop, tablet, mobile phone, USB drive, etc.) brought to school or to a school-related activity.
  - a. Any images or material on such equipment/devices must be appropriate to the school environment.
  
14. The student will not attempt to run any personal software on computer on the school network. This includes all wireless technologies.
  
15. The student will ask a teacher's permission before giving out any personal information (including photos or videos) online about him/herself or any other person.
  - a. If a post contains the personal information or the image of another person, the student must have the permission of that person before making the post.
  - b. Personal information such as the student's name, address, e-mail address, phone number should not be posted online.
  
16. The student will respect all ICT systems in the school and treat all ICT equipment/devices with care. This includes refraining from:
  - a. intentionally disrupting the smooth running of any school ICT systems;
  - b. hacking or attempting to hack or gain unauthorised access to any system;
  - c. joining other students in choosing to be irresponsible with ICT equipment or systems;
  - d. concealing any breakages/damage from a staff member.
  
17. The student understands 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.
  - a. The student understand that he/she will be subject to disciplinary processes should these monitoring procedures show that he/she has contravened this rule.
  
18. The student understands 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.
  - a. The student understand that he/she will be subject to disciplinary processes should these monitoring procedures show that he/she has contravened this rule.

19. The student understands that if he/she breaks these rules,
  - a. the school may inform his/her parent(s);
  - b. charge them the costs of repair, and
  - c. if illegal material or activities are involved, may inform the police.

### **Section C - Summary**

#### **1. The School's Responsibility. We understand MAGS will:**

- a. do its best to keep the school cyber-safe, 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 cyber-safety rules and requirements detailed in this agreement.
- b. Encourage students to become good digital citizens who are technically capable, digitally literate and socially responsible.
- d. respond appropriately to any breaches of this agreement.
- e. provide members of the school community with cyber-safety and digital citizenship information designed to complement and support this agreement.
- f. welcome enquiries from students or parents about cyber-safety and digital citizenship issues.
- g. email to all students and parents any changes to this agreement should it become necessary to add/amend any information or rule. The new agreement will be posted on the School's website.

#### **2. The student's responsibilities include:**

- a. reading this cyber-safety agreement carefully.
- b. following the cyber-safety rules and instructions whenever the school's ICT is used and endeavouring to be a good digital citizen.
- c. following the cyber-safety rules whenever privately owned ICT is used on the school site or at any school-related activity, regardless of its location.
- d. avoiding any involvement with material or activities that could put at risk the safety, or the privacy, safety or security of the school or other members of the school community.
- e. understanding that the rules apply out-of-school hours as well as during school hours.
- f. taking proper care of school ICT, reporting loss, theft or damage of ICT equipment/devices, and paying for the cost of repairs or replacement.

#### **3. The parent's responsibilities include:**

- a. reading this cyber-safety agreement carefully and discussing it with the student so that both have a clear understanding of his/her role in the school's duty to maintain a safe cyber environment.
- c. encouraging the student to follow the cyber-safety rules and instructions.
- d. contacting the Director of E-learning if any aspect of this agreement requires discussion.

e. noting that this agreement including any subsequent amendments or revisions which are made public on the school website, remains in force as long as the student is enrolled at this school.