

CYBER-SAFETY AT SHELLY PARK SCHOOL

CYBER-SAFETY AGREEMENT FOR CHILDREN



INTRODUCTION

The school's computer network, internet access facilities, computers and other school eLearning equipment/devices bring great benefits to the teaching and learning programmes at Shelly Park School. Our school has rigorous digital citizenship practices in place, which include cyber safety use agreements for all staff and students.

All students will be issued with an eLearning agreement and once signed consent has been returned to school, students will be able to use eLearning equipment/devices.

Shelly Park School will encourage proper use of devices and their technology and will take all reasonable steps to ensure that it is used for educational purposes. The school network has filtering and monitoring in place to restrict eLearning access to certain websites and data.

Shelly Park School will guide student access to appropriate areas of the internet at school, and will ensure that students understand that misuse of a device will result in discipline and loss of access.

Students may have access to Google Apps and search engines and their own Shelly Park email. All emails, documents, blog posts can be viewed at any time by staff.

Devices are brought to school at your own risk and are covered by the owner's insurance. Shelly Park School cannot be held responsible for loss or damage.

RULES TO HELP KEEP SHELLY PARK STUDENTS CYBER-SAFE

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

1. I cannot use school eLearning equipment until my parent(s)/guardians and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the devices and other eLearning equipment for my schoolwork and with my teacher's permission.
3. If I am unsure whether I am allowed to do something involving eLearning, I will ask the teacher first.
4. If I bring my own device I understand it is my responsibility to care for and restrict use by others.
5. I will not allow anyone else to use my own/class user name.
6. I will not tell anyone else my password.
7. I understand that I must not use the internet, email, mobile phones or any other eLearning equipment to be mean, rude or unkind about other people.
8. While at school, I will not:

- Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing

9. If I find anything mean or rude or things I know are not acceptable at our school on any device, I will:

- | |
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| <ul style="list-style-type: none">• Not show others• Get a teacher straight away. |
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10. I understand that I must not download or copy any files such as music, videos, games or apps without the permission of a teacher. This is to ensure we are following copyright laws.

11. I must have signed the Cyber Safety Use Agreement form and **the BYOD Agreement** before I bring any eLearning equipment/device from home. This includes things like mobile phones, iPods, iPads, games, cameras, and USB drives.

12. I will not connect any device (such as a USB drive, camera or phone) to school equipment or run any software, without a teacher's permission. This includes all wireless technologies.

13. I will respect all school equipment and will treat all devices with care. This includes:

- Treating devices responsibly
- Following our school cyber safety rules
- Reporting any breakages/damage to a teacher

14. I understand that if I break these rules and/or cause damage, the school will inform my parents.

15. I understand and have signed the Student Digital Citizenship Agreement to ensure I am, and keep others CYBERSAFE

SHELLY PARK PRIMARY CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, 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 Pod Box**

I understand that Shelly Park School will:

- Do its best to enhance learning through the safe use of eLearning equipment. This includes working to restrict eLearning access to inappropriate, illegal or harmful material on the Internet or equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of digital citizenship through education designed to complement and support the use agreement. This includes providing children with strategies to keep themselves safe online
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues
- Take reasonable steps to make sure that my child is appropriately supervised, according to age and responsibility. I will not hold the School or Board of Trustees accountable for inappropriate material which my child may obtain, despite such reasonable supervision

My responsibilities include:

- Reading this cybersafety use agreement document
- Discussing the information with my child and explaining why it is important
- Returning the signed agreement to the school
- Supporting the school's digital citizenship programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about use of any eLearning device
- Contacting the principal or staff to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time
- Setting standards for my son/daughter to follow when selecting, sharing and exploring information and media
- Reporting any misuse of the network to the school

Additional information can be found on the NetSafe website
<http://www.netsafe.org.nz/>

Please detach and return this section to school.

I have read this cybersafety use agreement and I am aware of the school's intention to maintain a safe learning environment, including my child's responsibilities.

Name of student: **Student's signature:**

Name of parent/caregiver/legal guardian:

Parent's signature: **Date:**

