

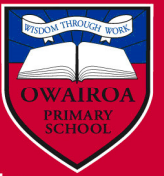
STUDENT CYBERSAFETY USE AGREEMENT

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(s) and I have signed my use agreement form (see back of this page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will only use my user name and password and will not tell anyone else.
5. I can only go online or access the Internet at school when a teacher gives permission and is present.
6. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
7. 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
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
8. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will report this immediately to my teacher. I am not allowed to pass on any of this material by copying, printing or e-mailing it.
9. I understand that I must not download or copy any files such as music, videos, games, photos, images, text or programmes without the permission of a teacher. This is to ensure I am and the school is following copyright laws.
10. I must have permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games and cameras.
11. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
12. The school cybersafety rules apply to any ICT devices brought to school.
13. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos.**
14. I will respect all school ICT and will 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 if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.



To the parent/caregiver/legal guardian,

Please read this page carefully to check that you understand your responsibilities under this agreement and sign below.

I understand that Owairoa Primary School School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT 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 cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- 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.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the Principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

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

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

Name of parent/caregiver/legal guardian:

Parent's 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, parents will be advised in writing.

USER NAME AND PASSWORD DETAILS:

Username: (first and last name all lowercase no spaces)

Password: (all lowercase)

Do not share your Username or Password with anyone.