

**Pompallier Catholic School
Cybersafety and the School Community**

The Role of Use Agreement in the Pompallier Catholic School Cybersafety Programme

The **Catholic values and special character** promoted by Pompallier Catholic School include respect for self and all others in the school community, and commitment to enabling every one to achieve their personal best in an environment which is physically and emotionally safe. The measures to ensure the cybersafety of the school environment which are outlined in this document are based on these core values.

Information on the internet is uncensored, this document will ensure that material retrieved will be in accordance with **Catholic and special character** of Pompallier Catholic School and will be used to aid learning within the curriculum.

The school's computer network, internet access facilities, computers and other School ICT equipment / devices bring great benefits to the teaching and learning programmes at Pompallier Catholic School, and to the effective operation of the school.

However it is essential that the school endeavours to ensure the safe use of ICT within the school community.

Thus Pompallier Catholic School has rigorous cyber safety practices in place, which include cybersafety use agreement for all school staff and students.

Cybersafety use agreement documents include information about obligations and responsibilities, and the nature of possible consequences associated with breaches of the use agreement which undermine the safety of the school environment. The cybersafety education supplied by the school to its learning community is designed to complement and support the use agreement initiative. The overall goal of the school in this matter is to help keep the school community cybersafe by creating and maintaining a cybersafety culture which is in keeping with the values of the school, as well as legislative, and professional, obligations. All members of the school community benefit from being party to the use agreement initiative and other aspects of the school cybersafety programme.

Some of the information in this section is less likely to apply to young children while at school; however it is helpful for parents to be aware of the scope of this important, school-wide, cybersafety initiative. It also provides parents with valuable educative material to assist them in their efforts to keep their children cybersafe.

1. Cybersafety use agreements

1.1 All staff and students, whether or not they presently make use of school ICT, will be issued with a use agreement. Parents are required to read these pages carefully, and return the signed use agreement form in Section B to the school office for filing. A copy of this signed form will be provided.

1.2 Parents are asked to keep the other pages of the agreement for later reference. (If necessary, a replacement copy will be supplied by the school's Cybersafety Manager.)

1.3 The school encourages any one with a query about the agreement to contact the Cybersafety Manager or the Principal as soon as possible.

2. Requirements regarding appropriate use of ICT in the school learning environment

In order to meet the school's legislative obligation to maintain a safe physical and emotional learning environment and be consistent with the values of the school:

2.1 The use of the school's computer network, Internet access facilities, computers and other school ICT equipment / devices, on or off the school site, is limited to educational purposes appropriate to the school environment. This applies whether or not the ICT equipment is owned/leased either partially or wholly by the school. If any other use is permitted, the user(s) will be informed by the school.

2.2 The school has the right to monitor, access, and review all the use detailed in 2.1. This includes personal emails sent and received on the school's computers and/or network facilities, either during or outside the school hours.

2.3 The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity, must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment / devices brought onto the school site, or to any school-related activity.

Such equipment / devices could include a laptop, Desktop, PDA, mobile phone, camera recording device, or portable (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at school or at a school related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the Principal. For students, it is appropriate they check with their teacher.

Note that examples of a '**school-related activity**' include, but are not limited to, a field trip, camp, sporting or cultural event, wherever its location.

2.4 **When using a global information system** such as the internet, it may not always be possible for the school to filter or screen material. This may include material which is **inappropriate** in the school environment (such as 'legal' pornography), dangerous (such as sited for the sale of weapons), or illegal (which could include material defined

For years 4-8

To the Student and Parent/Legal Guardian/Caregiver:

Please read this carefully as it includes information about your responsibilities under this agreement.

Complete and sign the appropriate section.

Detach and return this section to the school office.

Keep section A for your future reference.

Understand that as information on the internet is uncensored, this document will ensure that material retrieved will be in accordance with the Catholic and special character of Pompallier Catholic School and will only be used to aid learning within the curriculum.

Pompallier Catholic School will:

Do its best to enhance learning through 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 with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed and support the use agreement initiative. This includes providing children with strategies to help keep themselves safe in cyberspace

Keep a copy of this signed use agreement form on file

Respond to any breaches in an appropriate manner

Welcome enquiries from parents or students about cyber safety issues

Students Section

My responsibilities include:

I will read this Cyber safety Use Agreement document carefully with my parent or caregiver

I will follow the cyber safety rules and instructions whenever I use school ICT

I will also follow the cyber safety rules and instructions whenever I am involved with privately-owned ICT on the school site or at any school-related activity

I will have no involvement in use of ICT which could put me at risk, or other members of the school community

I will take proper care when using computers and other school ICT equipment/devices. 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 Section A of the document somewhere safe so I can read it again later

I will ask my teacher if I am not sure something to do with this agreement

I have read and understand my responsibilities, and agree to follow the Cyber Safety Use Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of student: Class:

Signature: Date:

Section for parent / legal guardian / caregiver

My Responsibilities include:

I will read this Cyber safety Use Agreement and discuss the rules with my child

I will ensure this use agreement is signed by my child and by me, and returned to the school

I will support the school's cyber safety programme by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT

I will contact the Principal or School Cyber safety Manager to discuss any aspects of this use agreement which I might want to learn more about. I know I am welcome to do this at any time

I have read this Cyber safety Use agreement and am aware of the school's initiatives to maintain a Cyber safe learning environment, including the responsibilities involved.

Name:

Child / Parent / Legal Guardian / Caregiver (Please circle which term if applicable)

Signature: Date:



- CYBERSAFETY RULES FOR YEAR 0-3 STUDENTS -

I know I cannot use the school ICT equipment until my use agreement has been signed by my parent or the adult who looks after me.

All students, regardless of age or ability, must have a use agreement signed by their parent. Year 4-8 students sign their use agreements along with their parents. Use agreements are becoming accepted as an essential part of cybersafety policy and programmes for schools and other organisations, including businesses.

I can use the school computers and other school ICT only for school work.

This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put at risk the safety of the learning environment.

If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

This helps children to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and child to work through an issue, and so avoid the child making an unwise decision which could possibly lead to serious consequences. Young children need ongoing advice and guidance to help them become safe and responsible users of ICT.

I will not use ICT to do anything naughty, unkind, or dangerous, even if my friends are doing it.

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.

If I accidentally find mean or rude or dangerous things on the computer or any other ICT equipment, I will tell the teacher straight away, without showing any other children.

Because anyone at all can publish material on the Internet, it does contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging the student to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves, and others, safe. This way, they contribute to the cybersafety of the school community.

If I am not feeling safe at any time while using the ICT equipment, I will tell the teacher straight away.

[Every School] strives to create a safe and secure learning environment for all members of the school community. Examples of situations involving the use of ICT which might cause a child to feel unsafe could include: contact being made by a stranger through email or text message, the presence of 'scary' images on a computer screen, and/or misconduct by other students. Staff need to be made aware of such situations as soon as they occur to ensure the school can respond immediately.

If I have my own password, I will log on only with that password.

I will not tell my password to anyone.

Passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the child the importance of personal security.

I will log off or shut down the computer when I have finished using it.

Logging off or shutting down, stops others from using a computer under your child's username.

If I am sharing a computer that I have logged on to, I am responsible for how it is used. I will tell the teacher straight away if there is a problem.

Students often work together at a single computer. Any misuse of the computer can be traced back to whoever was logged on at the time. It is important that your child takes responsibility for his/her own sensible use of the computer at all times, and tells the teacher if there is any concern.

I will not tell anyone things like my name, home/email address or telephone number, or anyone else's, when using the Internet or a mobile phone, unless the teacher says it is okay.

This reduces the risk of your child, or other children, being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise the child's privacy or security online.

I will be careful with school ICT equipment, and not play around with it.

If I have anything to do with damaging, losing or stealing school ICT equipment, the school may need to talk to my family about what should happen.

I will ask the teacher before changing any settings like screensavers or backgrounds.

I will tell a teacher if I break or damage any equipment.

I will tell a teacher if I find something broken when I start to use it.

I will have nothing to do with making or sending viruses (such as worms) on purpose.

I will ask a teacher before printing anything.

Rules 12-18 are designed to help protect the investment the school has made in expensive ICT technologies. Also, certain settings may have been applied to maximise the safety of the students and the equipment (such as antivirus settings or restrictions on Internet access).

I will not download any files or programmes (such as games or music) without the teacher's permission.

Many files available on the Internet are covered by copyright, and although they can be easily downloaded, it may be illegal to do so. Sometimes even innocent-looking files may contain malicious content such as viruses, or spyware (software that searches for personal information from your computer and transmits it to others over the Internet). As well, some files may contain inappropriate or illegal material.

I must have a letter from home, and permission from school, before bringing any disk or other ICT device from home, unless it is part of my normal school equipment. If I am given permission, then I must use that ICT sensibly.

The devices referred to in this rule include those specified on page one of this document; for example, flash memory devices, iPods, MP3 players or mobile phones. NB Parents should be mindful of the school's specific policy regarding students and mobile phones on the school site, and at school-related activities. Any students bringing such devices from home are also asked to use them sensibly.

You could take this opportunity to have a discussion with your child about their general use of ICT whether in or out of school. It helps keep children cybersafe if they understand that many of these rules should be followed regardless of whose ICT equipment they are using, where they are (for example, at home, at school, or at a friend's house), or who they are with.

I will ask the teacher to check any disk or ICT device I bring from home (including all disks, memory storage devices, media players, cameras and mobile phones), before I use it with school equipment.

This rule is designed to protect the school's online security and equipment from viruses which can easily be transferred using disks or other storage devices such as pen drives or memory cards. If your child is using a disk or other device to transfer work between home and school, it should be freshly formatted, or 'blank', before use. This may also stop any of your own personal material from finding its way onto the school's equipment. Even though every effort is made to keep school equipment virus-free, you should scan your child's disk or device for viruses before they use it again with your home computer.

I will not copy something somebody else made or wrote, and pretend it is mine.

The Internet has allowed easy access to a huge range of information which can be incorporated into students' work by simply cutting and pasting. Most of this material is copyrighted, and thus involves intellectual property issues. Also, the value to students' learning is questionable if they have not thought through the information themselves.

I will not bring software or games from outside school to use on school equipment.

Installing software from home may cause conflicts with the software installed by the school. [Every School] must also abide by any licensing requirements included within the software. This means that unless the school has purchased a copy, it will not usually be legally entitled to install the software. And as mentioned in point 19, inappropriate or illegal content may be involved.

I will not use school equipment to copy any music, videos, or programmes.

Any such copying is likely to be restricted by copyright laws. [Every School] cannot condone the use of its equipment for these activities.

I will not use the Internet, mobile phones or any other ICT equipment to be mean, rude, or annoying to, or about, any other person in the school community, like students or staff.

The basic principles of politeness and respect extend to the use of information and communication technologies.

The capacity of ICT to increase the scale and scope of misconduct can make an otherwise minor rule infringement into a much more serious matter. For example, name calling often becomes a more serious issue where texting or emailing has been used to facilitate harassment. Cyberbullying can involve a range of misconduct including the creation of abusive web-sites.

If I break these rules, my family may have to be told, and there might be consequences.

Depending on the seriousness of a particular breach, possible school responses could include one or more of the following: a discussion with the student, informing parents, loss of ICT privileges, the family possibly having responsibility for the cost of ICT repairs or replacement, the school taking disciplinary action.

**SECTION B –POMPALLIER SCHOOL CYBERSAFETY USE AGREEMENT
FOR YEAR 0–3 STUDENTS**

To the Parent/Legal Guardian/Caregiver:

Please read this page carefully as it includes information about your responsibilities under this agreement.

Complete and sign the bottom of the page.

Detach and return this section to the school office (a copy will be returned to you).

Keep **Section A** for your future reference.

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Pompallier 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 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 help keep themselves safe in cyberspace

keep a copy of this signed use agreement form 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 School Cybersafety Use Agreement document carefully
- **I will go over** the information with my child and explain why it is important
- **I will ensure** this use agreement is signed by me, and returned to the school, so my child may make use of these important technologies
- **I will retain** Section A for future reference
- **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 classroom teacher to discuss any aspect of this use agreement which I might want to learn more about. I know I am welcome to do this at any time.

I have read this Cybersafety Use Agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Name of student: **Room:**

My Name:

Student /Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: **Date:**