

# CYBERSAFETY USE AGREEMENT

## ROSEHILL COLLEGE STUDENTS 2017



Digital learning is key to learning at Rosehill College and all students are provided a school Google account for learning purposes.

This agreement covers students who access any digital device using the school computer network, or within the school grounds, whether it be on a school device or a student's personal device.

The agreement also covers Rosehill College students using digital devices on a cellular communication network, recognising that non-harmful communication is a requirement of conduct for all students, regardless of what equipment is used.

The Harmful Digital Communications Act 2015 also makes harmful digital communication a criminal offence under New Zealand law.

### INSTRUCTIONS:

1. Students cannot use school the school network until they and parents have read, signed and returned the agreement form.
2. Students and parents\* please read and discuss all sections carefully.
3. Please keep Section One - (first backed page) for your reference.
4. Parents and students sign Section Two (last single page) and include with the student's enrolment form.

### SECTION ONE (A) - STUDENTS

#### Keeping Rosehill College Community and the School Network Safe

**1. I will take responsibility for information accessed by my school account:**

- I will log on only with my school-provided user name.
- I will not allow anyone else to use my account details.
- I will not tell anyone else my password.
- I will request that my password is changed if I believe my account details are known by others.

**2. I will help keep myself and other people safe by following these rules:**

- While at school or a school-related activity, I will not use digital communication in any way which might put myself, anyone else, or the school at risk in any way - even as a joke.
- I will not access, or attempt to access, inappropriate, age restricted, or objectionable material.
- I will not download, save or distribute offensive material by copying, storing, printing or showing it to other people.
- I will not download or access any material that I am not legally entitled to.
- I will only use my phone in ways that follow the school guidelines as described in the Student Handbook.

**3. If I accidentally access offensive material, I will:**

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

**4. I will protect the security of the school network by following these rules:**

- I will not intentionally disrupt the smooth running of any school ICT systems.
- I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without staff permission including all wireless technologies.
- Not attempt to hack or gain unauthorised access to any school ICT system
- I will report any ICT breakages/damage to a staff member.

**5. I accept that the school has rights to protect people and the network:**

- I will not use VPN or proxy services to bypass access to non-educational websites.
- I understand that the school monitors traffic and material sent and received using the school's ICT network.
- I understand the school may use filtering and/or monitoring software to restrict access to certain sites and data.
- I understand that the school may access my school Google account for security or assessment purposes.

**6. I understand the school may use consequences for students breaking this agreement:**

- I understand that if I break these rules, the school may inform my parent(s).
- I understand that in serious cases the school may take disciplinary action against me.
- I understand that my family may be charged for repair costs caused by my behaviour. If illegal material or activities are involved, it may be necessary for the school to inform the police.

<p><b>SECTION ONE (B) - STUDENTS</b> Responsible Use of Student Devices</p>
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**BYOD students are responsible for having their device ready for learning each day**

- I will have my device fully charged at the start of each day.
- I understand it is my responsibility to see the network technicians to get a wireless connection.
- I understand that if my device becomes unusable for any reason, I am expected to work with pen and paper.
- I will protect my device from accidental damage by using care and by using protective cases.

<p><b>SECTION ONE (C) - PARENTS</b> Working Together with the School</p>
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**Parents recognise their value in helping to build digitally safe teenagers**

- Talk regularly with your teen about the need for respectful and responsible use of digital devices
- If you are worried about what your teen is doing with his/her device, consider a ban on private bedroom use.
- Develop at least a basic understanding of how your teen is using the device for learning.
- Encourage your teen to have balance in his/her life - some teens find gaming or social media addictive and may need firm guidance to achieve balance.

## SECTION TWO - AGREEMENT

Signed by Parent and Student

### We (as parents and students) understand that Rosehill College will:

- Do its best to keep the school cybersafe by maintaining strong ICT security measures and educating students about the responsibilities of good digital citizenship.
- 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 education.
- Welcome enquiries from students or parents about cybersafety issues.

### As a Student, I agree:

- to have read the cybersafety agreement fully.
- to follow the regulations of the cybersafety agreement.
- to keep this document in a place where I can access it (it is also on the school website).
- I will ask for help from school staff if there is something in the agreement I do not understand.
- that this agreement stands for my full enrolment at Rosehill College.

### As a Parent, I agree :

- to have read the cybersafety agreement fully.
- to support the school's procedures for maintaining a safe digital environment.
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.
- that this agreement stands for my child's full enrolment at Rosehill College.

### Notes:

1. 'Digital Device' refers to any digital communication or data device students may use such as a Chromebook, laptop, phone, etc
2. 'ICT' refers to Information and Communication Technology - ICT network may be understood as computing network.

We have read the school Cybersafety Agreement and agree to all the rules for students and guidelines for parents:  
(please print clearly)

Full (Legal) Name of Student: \_\_\_\_\_

Year Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Caregiver: \_\_\_\_\_

Parent Signature:

\_\_\_\_\_

Date: \_\_\_\_\_