



Student Digital Citizenship and Publication of Images and Work Agreement 2021

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for all students

Section C: Publication of Students Images and Work

Section D: Student Cybersafety and Publication of Students Images and Work Agreement Form

Instructions for parents*/caregivers/legal guardians

1. Please read all sections carefully.
2. Discuss the cybersafety rules with your child.
3. Sign the Student Cybersafety and Publication of Students Images and Work Agreement Form (**Section D**) and please return to your child's teacher.

* The term 'parent' used throughout this document also refers to caregivers and legal guardians.

Important terms used in this document

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**Cybersafety**' 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 document, includes but is not limited to, computers (such as desktops, laptops, chromebooks, iPads, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (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.

Additional information can be found on NetSafe's website www.netsafe.org.nz



SECTION A

Introduction

This agreement is designed to ensure that all students and their parents understand the conditions under which ICT equipment should be used.

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 Howick Intermediate School, and to the effective operation of the school.

The overall goal of the school in this matter is to create and maintain a responsible digital culture which 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.

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

The school's computer network, internet access facilities, computers and other ICT equipment/devices are for educational purposes appropriate to the school environment.

The school may monitor traffic and material sent and received using the school's ICT network. The school does use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other ICT equipment/devices or commission an independent forensic audit.



SECTION B

Expectations for all students

Parents, please talk about these rules with your child.

These rules will help us to stay safe when using ICT at school:

1. I cannot use ICT equipment until my parent(s) and I have signed and returned to school my cybersafety use agreement form.
2. I can only use 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 not allow anyone else to use my username and will not tell anyone else my password.
5. I can only access the Internet at school when a teacher gives permission and an adult is present.
6. I understand that I am not allowed the use of any H.I.S Technology resource for accessing, storing, uploading or downloading of any material which is of a sexual, pornographic, racist, profane, obscene or harassing nature or is otherwise illegal. Any such action constitutes serious misconduct.
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:
 - Not show others
 - Inform a teacher straight away.
9. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher.
10. 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.
11. I will ask my teacher's permission before giving out my own personal information online. I will get permission from my teacher *and* the person involved before putting anyone else's information online .

Personal information includes:

- **Name** (First name and surname Initial only)
 - **Photos of me**
12. I will not use my school Google account to subscribe to any other accounts without the prior approval of my teacher. I understand that if the school finds out that I am unlawfully signed up to any other account using my school account, they may contact the provider, and, if necessary other applicable



authorities. I acknowledge that the school reserves the right to restrict or deny access to school ICT equipment and platforms if these conditions are broken.

13. I will respect all ICT equipment with care. This includes:

- Not attempting to hack or gain unauthorised access to any system
- Not joining in if other students choose to be irresponsible with ICT
- Reporting any breakages/damage to a staff member.

14. 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.

15. If I damage someone's device I may need to contribute to the cost of the repair.

16. If I use material obtained from the Internet in my work, I will cite the source properly and I will not plagiarise the work.

SECTION C

Publication of Students Images and Work

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

The School will share, if given permission, no more than a student's first name, surname initial and/or photograph via the newsletter, or the wider community via school publications including our website, class blogs and Facebook page (children will not be tagged by the school on Facebook). However students will have their first name and full surname published in the School Yearbook, which is produced at the end of each school year, if permission is given.

Sometimes the school is approached by local newspapers wanting to celebrate student activities and include a photograph. By giving permission you are allowing us to approve your child's photograph being in the local newspaper.

This does not apply to any external publications such as local newspapers etc. These publications are outside of the school's control and as such follow their own policies and procedures.

HOWICK INTERMEDIATE SCHOOL



SECTION D

Howick Intermediate School

Student Cybersafety and Publication of Students Images and Work Agreement Form, Term 1 2021 - Term 4 2021

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign this form and return it to your child's teacher**

I understand that Howick Intermediate School will:

- Do its best to enhance learning through the safe use of ICT. This includes using Linewize 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 digital citizenship through education designed to complement and support this agreement. 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 as it sees fit
- Welcome enquiries from parents or students about cybersafety issues

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the rules with my child and explain why they are 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 school to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

By signing this agreement we give permission for my child's photograph/work to appear in school publications including our website, class blogs and our Facebook page as per above. I also give permission for my child's first name and full surname to appear in the School Yearbook. I agree that my child's photograph may be published in a local newspaper as part of a celebration of school activities, should this opportunity arise.

I have read and understand the Howick Intermediate School's Digital Citizenship Use Agreement and Publication of Students Images and Work guidelines. I am aware of the school's initiatives to maintain a Cybersafe learning environment, including my child's responsibilities. I know that if I break these rules, I might lose the right to use a school computer and the school may restrict my use of computers.

Student's Name _____ **Student's Signature** _____

Parents Name _____

Parents Signature _____ **Date** _____