

# INTERNET SAFETY AT Thorndon School

## COMPUTER USE AGREEMENT YEAR 5-8 STUDENTS



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The document is comprised of this cover page and two sections:

### Section A

- The Role of Use Agreements in the Thorndon School Internet Safety Programme
- Internet Safety Rules for Year 5-8 Students, including explanatory notes for Parents/Legal Guardians/Caregivers

### Section B

- Internet Use Agreement Form

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### Instructions for Parents\*/Legal Guardians/Caregivers

1. Read Sections A and B carefully. If help is needed to understand all the language, or there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the Internet safety Rules for Year 5-8 Students with your child.
3. Both you and your child should sign the Use Agreement (Section B) and return that page to the school office.
4. Please keep Section A for future reference.

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

#### **Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined below.
- (c) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

## SECTION A – INTERNET SAFETY AND THE SCHOOL COMMUNITY

### - THE ROLE OF USE AGREEMENTS IN THE THORNDON SCHOOL INTERNET SAFETY PROGRAMME -

The values promoted by Thorndon School include respect for self and others in the school community, and a commitment to enabling everyone to achieve their personal best in an environment which is physically and emotionally safe. The measures to ensure the Internet safety of the school environment which are outlined in this document are based on these values.

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 Thorndon 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.

Internet safety 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 overall goal of the school in this matter is to help keep the school community safe by creating and maintaining an internet safety culture which is in keeping with the values of the school, as well as legislative, and professional, obligations.

#### 1. Internet safety 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 asked 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 on request.
- 1.2. Parents are asked to keep the other pages of the agreement for later reference
- 1.3. The school encourages anyone with a query about the agreement to contact the Principal.

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

Such equipment/devices could include a laptop, desktop, PDA, mobile phone, camera, recording device, or portable storage (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 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 all material. This may include material which is **inappropriate** in the school environment (such as 'legal' pornography), **dangerous** (such as sites for the sale of weapons), or **illegal** (which could include material defined in the Films, Videos and Publications Classification Act 1993, such as child pornography; or involvement with any fraudulent activity).

*However, the expectation is that each individual will make responsible use of such systems.*

#### 3. Monitoring by the school

- 3.1. The school has the capacity to monitor traffic and material sent and received using the school's ICT infrastructures. From time to time this may be examined and analysed to help maintain a safe school environment.
- 3.2. The school will deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.

*However, as in 2.4., the expectation is that each individual will be responsible in their use of ICT.*

## - INTERNET SAFETY RULES FOR YEAR 5-8 STUDENTS -

### Note for Parents/Legal Guardians/Caregivers:

The sections marked **i** are designed to provide a guide to the rules covered by this use agreement, and to help you discuss the rules with your child.

Teachers will also go over this section with students.

*The meaning of 'ICT' or 'ICT equipment/devices' can be found on page one.*

- 1. I must have a use agreement signed by me and by my parent or caregiver before I am allowed to use the school ICT equipment.**

**i** *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 internet safety policy and programmes for schools and other organisations, including businesses.*

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

**i** *This helps children and young people 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 student to work through an issue and so avoid the student 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.*

- 3. I will follow the internet safety rules, and will not join in if others are being irresponsible.**

**i** *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.*

- 4. If I accidentally come across mean, or rude, or dangerous material I will tell the teacher straight away, without showing any other students.**

**i** *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 students 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 internet safety of the school community.*

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

**i** *Thorndon 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.*

- 6. If I am sharing a computer with someone else, I share the responsibility for how it is used. If there is a problem, I will tell the teacher immediately.**

**i** *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 sensible use of the computer at all times, and tells the teacher if there is any concern.*

- 7. I will check with the teacher before giving anyone information about myself or others when using the Internet or a mobile phone – this includes home and email addresses, and phone numbers.**

**i** *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.*

- 8. I will not be careless, try to damage, or steal any school ICT equipment. (If this happens, the school will need to inform my family about what has happened. My family may have responsibility for the cost of repairs or replacement.)**

- 9. I will not try to stop the network or any other equipment from working properly.**

- 10. If I accidentally break something, or I find it broken when I start to use it, I will tell a teacher straight away.**

- 11. I will not print anything without the permission of the teacher.**

- 12. I will not change screensavers, desktop backgrounds, themes or hardware settings.**

- 13. I will not download any files such as music, videos, or programmes without the permission of the teacher, even if they are for school work. If I am unsure, I will ask the teacher first.**

**i** *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.*

- 14. 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.**

**i** *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.*

Any students bringing such devices from home are asked to use them sensibly. This applies to the school site, and any school-related activity.

**NB** Parents should be mindful of the school’s specific policy regarding students and mobile phones.

You might like to 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 safe 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.

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

**i** 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.

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

**i** 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.

- 17. I will acknowledge where work has come from if I have copied it from somewhere. This includes graphics and sound files I may use in my own schoolwork.**

**i** 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 this information themselves.

- 18. I will check with the teacher before using school equipment to copy software, music, videos or other files, in case they are copyrighted.**

**i** Any such copying is likely to be restricted by copyright laws. Thorndon School cannot condone the use of its equipment for these activities.

- 19. I will not use the internet, mobile phones or any other ICT equipment to be mean, rude, offensive, or to harass any members of the school community like students and staff, while at school or any school-related activity. The same rule applies when using school ICT at any time, whether at school or not.**

**i** 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 websites..

- 20. If I break these rules, the school may need to talk to my family about what has happened. In very serious cases, the school may take disciplinary action.**

**i** 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.

### **Cell Phones at School**

The school policy regarding cell phones is that children are allowed to bring them to school but they are required to hand them into the school office before 9:00am, collecting them again at the end of the school day.

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Should parents wish to contact their child during the school day they may ring the office and we will arrange to get a message to the child or, in an urgent case, bring the child to the phone.

Students are not usually allowed to take cell phones with them on school trips. Teachers will have phones with them in such cases so that they can be contacted by the school in case of need.

If groups of senior pupils leave the school for research activities without a teacher, as may happen from time to time, at least one of the group will take a cell phone.

This policy was adopted to safeguard against the inappropriate use of cell phones during the school day

**SECTION B – THORNDON SCHOOL COMPUTER USE AGREEMENT  
FOR YEAR 5-8 STUDENTS**

**To the Student and Parent/Legal Guardian/Caregiver:**

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the appropriate section.
3. Detach and return this section to the school office (a copy will be returned to you).
4. Keep **Section A** for your future reference.

**Thorndon 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 internet safety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to help keep themselves safe on the internet
- 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 internet safety issues.

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**Student's section**

**My responsibilities include:**

- **I will read** this Internet safety Use Agreement document carefully with my parent or caregiver
- **I will follow** the internet safety rules and instructions whenever I use school ICT
- **I will also follow** the internet 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 this document somewhere safe so I can read it again later
- **I will ask** my teacher or my parents if I am not sure about something to do with this agreement.

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

**Name of student:** ..... **Class:** .....  
**Signature:** ..... **Date:** .....

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**Section for parent/legal guardian/caregiver**

**My responsibilities include:**

- **I will read** this School Internet safety Use Agreement document 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 internet safety programme by encouraging my child to follow the internet safety rules, and to always ask the teacher if they are unsure about any use of ICT
- **I will contact** the Principal or School Internet safety Manager 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.

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

**Name:** .....

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

**Signature:** ..... **Date:** .....