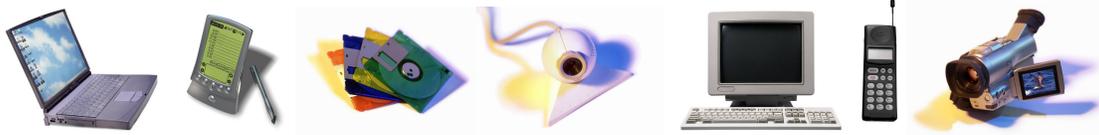## INTERNET SAFETY AT

Thorndon School

INTERNET SAFETY USE AGREEMENT
YEAR 0-4 STUDENTS

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 0-4 Students, including explanatory notes for Parents*/Legal Guardians/Caregivers

Section B
- Internet safety Use Agreement Form

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 ICT safety Rules for Year 0-4 Students with your child.
3. 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 in (d) 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 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 core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices benefit our teaching and learning programmes and assist with 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 its pupils safe by creating and maintaining a 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 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 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).

The expectation is that each individual will make responsible use of such systems.
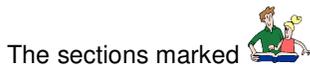
3. Monitoring by the school

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 cybersafe 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 0-4 STUDENTS -

Note for Parents/Legal Guardians/Caregivers:

The sections marked ![icon] 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.

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

2. **I can use the school computers and other school ICT as allowed by my teacher.**

   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.

3. **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.

4. **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.

5. **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 internet safety of the school community.

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

   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.

7. **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.

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

9. **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.**

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

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

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

13. **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).

14. **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

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others over the Internet). As well, some files may contain inappropriate or illegal material.

15. 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.

16. 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.

17. 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.

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

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, 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 websites.

20. 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.

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.

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 allowed to take cell phones with them on school trips on most occasions. Teachers will have phones with them in such cases so that they can be contacted by the school in case of need.

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

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SECTION B – THORNDON SCHOOL INTERNET SAFETY USE AGREEMENT FOR YEAR 0–4 STUDENTS

To the 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 bottom of the page.
3. Detach and return this section to the school office (a copy will be returned to you on request).
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. 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 Internet safety issues.

My responsibilities include:

- **I will read** this School Internet safety 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 Internet safety programme by encouraging my child to follow the rules, and to always ask the teacher if they are unsure about any use of ICT
- **I will contact** the Principal 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 Internet Safety Use Agreement document and am aware of the school's initiatives to maintain a safe learning environment, including the responsibilities involved.

Name of student: .... **Room:** ....

My Name: ....

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

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