

Christ the King Catholic School

Cyber Smart – Technology Use Agreement Form



To the parent or guardian, please:

1. **Read this document** carefully and check that you understand your responsibilities.
2. **Sign** the appropriate section on this form after you have read the whole document.
3. **Return the form** to the school office along with your other new pupil paperwork.
4. **Keep the rest of the document** for future reference, as well as a photocopy of this page (provided by the school office).

Our school's computer and technology equipment and internet facilities are of great benefit to the teaching and learning programmes. These resources are tools to help our students be the best they can be, and should be used while keeping our core values in mind - respect, love and service, justice, peace and joy.

STUDENTS DETAILS

Name: _____ **Date:** ____ / ____ / ____

PARENT/CAREGIVER RESPONSIBILITIES: Parent Signature: _____

- I will **read** this Cyber Smart use agreement document.
- I will **discuss** this information with my child and explain why it is important.
- I will **return the signed agreement** to the school. My child will not be allowed access to the internet or technology equipment until this happens.
- I will support Christ the King's **Cyber Smart Digital Citizen** programme and encourage my child to be a responsible user, including supervising use of technology at home and encouraging them to ask their teacher if they are unsure of the right thing to do.
- I will be **responsible for any damage or loss** that results from my child using technology tools, including payment of a bill to repair or replace equipment.
- I will **contact** the principal or teacher if I am unsure, or have any questions regarding Cyber Smart or this Agreement.

Yes / No I give consent to the **use of my child's image** (still and video) in the school's published material.

Parent Signature: _____

STUDENTS RESPONSIBILITIES: Student Signature: _____

- I will **read** this Cyber Smart use agreement document with my parents and **check** that I understand it.
- I understand that **if I break the school rules**, there may be serious consequences. My parents may be told, I may lose the right to use school computers and the Internet, and the school may take disciplinary action against me.

Christ the King Catholic School



Christ the King School Will:

1. **Do its best to enhance learning through the safe and smart 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.**

What does this mean?

- Our internet connection is fully filtered, and 'safe search' is enabled by default. It is constantly monitored and updated, and most undesirable websites are blocked before they appear on student devices.

2. **Work progressively with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.**

What does this mean?

- The school uses a Cyber Smart Digital Citizen approach, which teaches students to monitor each other as well as themselves, and to ask for guidance from a teacher if they are unsure about or uncomfortable with something they have seen on their screen.
- Teachers expect students to take responsibility and be 'smart' when clicking on websites and links, and to check before doing something if they are unsure of what is safe/unsafe in Cyberspace.
- Students will occasionally be given supervised access to social media tools as part of a lesson plan.
- All students are given a Google Apps For Education account, which allows them to share learning and participate in classroom activities within a safe and monitored environment.

3. **Keep a copy of this signed agreement on file.**

What does this mean?

- We will store this file along with other student information. It will be stored and protected in keeping with the Privacy Act rules.

4. **Respond to any breaches in an appropriate manner.**

What does this mean?

- Breaking or misusing equipment, using equipment to bully or be rude, and other inappropriate behaviour will be dealt with according to the seriousness of the 'breach'.
- This could include the student's caregiver receiving a bill for repair costs, the student's internet privileges being removed, or disciplinary steps.

5. **Welcome enquiries from parents or students about cyber safety issues.**

What does this mean?

- The school needs your support at home to reinforce Cyber Smart practices.
- Please get in touch with the school if you are worried or confused about what is appropriate, how students should be using technology at home, or if there is an incident you would like to discuss.

6. **Senior school students at Christ the King (Year 4 - onwards) are fortunate to be able to learn in digital classrooms, with individual devices.** The specific responsibilities and benefits of this programme are found in the Ako Hiko Trust's Kawa of Care document, which will be given to students before they begin in the class.

We would like you to feel comfortable discussing this document with us. Please feel free to contact the school at any time.

Signed

A handwritten signature in blue ink that reads 'Tracey Kopua'.

Tracey Kopua
Principal

Christ the King Catholic School



Rules For Students (and their families) When Using School I.C.T. Resources

Using Equipment:

1. You can only use Information Communication Technology (ICT) equipment **after** your parents/caregivers have signed and returned this Use Agreement form.
2. You can only use computers and other school ICT equipment for your **schoolwork**.
3. If you are unsure whether you are allowed to do something involving ICT, **ask the teacher first**.
4. You can only go online or access the Internet at school when a teacher **gives permission** and an **adult is present**.

Appropriate Behaviour:

5. You must not ever use the internet, email, mobile devices or any ICT equipment to **bully**, be **mean**, **disrespectful** or **offensive** towards a person or our school, even if it is intended as a 'joke'.
6. You will not attempt to search for things online that are **not appropriate** at our school, including things that are rude, violent or use unacceptable language.
 - You will not try to **get around or bypass** the security setting, monitoring and filters that the school has in place.
 - You will only print images and files from the internet if you are **given permission** by your teacher.
 - If you find something rude, mean, or that you think is not appropriate for our school while using our ICT equipment, you must not show other people, but **turn off the screen** and **get a teacher** immediately.
7. You must not **download or copy** files (music, videos, games or programmes) unless you have permission from your teacher. This is to make sure we are following copyright and privacy laws.
8. You will not **connect any devices** (USB, camera, phone etc) to the schools ICT equipment or network, or **run any software** unless your teacher has given permission. This includes connecting to the school WIFI.
9. The school cyber safety rules apply to **any ICT brought from home** eg. Mobile phones.
10. Do not give out any personal information online without the specific permission of your teacher and any other person it involves. This includes your (and other peoples) **name, address, email address, phone numbers, photos/videos**.

Respect for Property:

11. You will **respect** all school ICT resources and treat all equipment and devices with **care**. This includes:
 - Do not **disrupt** the running of the school ICT systems.
 - Do not try to **hack** or gain unauthorised access to any system.
 - Follow all cyber safety **rules**.
 - Do not join in if other students choose to be **irresponsible** with ICT.
 - Report **damage** and breakages to a teacher.

Consequences for Breaking the Rules:

12. If you break these rules, the school may need to **inform your parents/caregivers**. In serious cases the school may take **disciplinary action**. Your family may be **charged** for repair costs.