

# WAIKOWHAI INTERMEDIATE SCHOOL

## CYBERSAFETY AT SCHOOL PROCEDURES

### **RATIONALE:**

Waikowhai Intermediate School recognizes that the use of the Internet, computer network and other Information Communication Technologies (I.C.T.s including computers - networked or stand-alone) and all their associated applications (the Internet, mobile telephones, digital cameras, fax machines, scanners, audio and video devices and photocopiers) is a valuable education resource for the staff, students and the whole school community. It is also recognized that these resources can be misused and abused and therefore use of such resources is to under the conditions and guidelines outlined in this document and the Cyber Safety Contract.

### **PURPOSE:**

Information and Communication Technologies will be used to support and enhance research, communication and the sharing of information for educational purposes as outlined in the New Zealand Curriculum Framework.

### **GUIDELINES:**

- At considerable expense to our school resources Waikowhai Intermediate provides one-to-one devices to children, they are therefore to be used with due care at all times.
- Should a teacher be informed of, or notice, inappropriate material being accessed by a student, the teacher will take action.
- All students must have a "Cyber Safety Contract" signed by the student and their parent/caregiver prior to their use of the school's network and other ICTs.
- Users will, at all times, respect the privacy and copyright of others. This means not attempting to access or use other people's passwords, files or email. Research sources will be acknowledged and care taken not to infringe copyright.
- Students will, at all times, identify themselves using only their first names and not disclose their own, or others', personal details.
- Email messages/ultranet messages must be courteous. No writing or sending of offensive material.
- Users will respect equipment and not use the ICTs in any way so as to interfere with the running of the network or the work of other users.
- Students may not download, or install, any files or software.
- Students will not be identified individually when images are published on the Waikowhai Intermediate School internet site.
- The teacher in charge of ICT will be notified of any occurrence of inappropriate material found or seen by students on the internet. All such incidents will be reported to parents/caregivers.
- All staff at Waikowhai Intermediate School are expected to personally follow the principles of responsible and appropriate use of ICTs and to sign the Staff Agreement for responsible I.T. use.

### **CONCLUSION:**

Users are expected to demonstrate the same high standards of behaviour in the use of Information Communication Technologies as in any other school activity.

**Family Copy - please keep for your records:**

**WAIKOWHAI INTERMEDIATE SCHOOL  
CYBERSAFETY CONTRACT**

Information and Communication Technologies (ICTs) include computers (networked or stand-alone) and all their associated applications, the Internet, mobile telephones, digital cameras, photocopiers, fax machines, scanners, audio and video devices.

1. I accept that the use of ICTs is for educational purposes.
2. I will identify myself in all correspondence by using my first name only.
3. I will not reveal any personal details, my own or those of other people.
4. I will respect the rights, privacy and property of others. This includes their passwords and files.
5. I agree not to access or search for unsuitable, offensive, or illegal material.
6. I will notify my teacher if I encounter material which I know to be of a doubtful or unacceptable nature.
7. I will respect the school's equipment and resources and report damage to a teacher.
8. I agree not to download any files from the network, or Internet, and will not install any software onto the school's computers.
9. In all my communications I will be courteous and use appropriate language.
10. I will respect copyright and acknowledge the source of my research material.
11. I understand that usage of the Internet is monitored and reviewed, and records kept of this usage.
12. I understand that inappropriate use of ICTs will result in disciplinary action.
13. I understand that willful damage of ICT equipment may result in the school invoicing me for repairs.

**STUDENT STATEMENT:**

I have discussed the above conditions with my parent/caregivers and agree to abide by the letter and spirit of the Cyber Safety Contract.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENT STATEMENT:**

I have read the school's Cyber Safety Procedures. I have discussed the above Contract with my child.

I give permission for my child to use ICTs for educational purposes.

I understand that in addition to the above conditions, the school further endeavours to protect my child's Cyber Safety through the use of firewall and Internet content filtering software. I recognise that no electronic monitoring system is 100% safe and that my child agrees to never attempt to deliberately bypass these systems, and will abide by the conditions of this Contract.

I consent to my child's school work, or image, being used as part of everyday classwork and to being displayed and/or published/distributed electronically. In this instance, my child will not be identifiable.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Office Copy - please sign and return:**

**WAIKOWHAI INTERMEDIATE SCHOOL  
CYBERSAFETY CONTRACT**

Information and Communication Technologies (ICTs) include computers (networked or stand-alone) and all their associated applications, the Internet, mobile telephones, digital cameras, photocopiers, fax machines, scanners, audio and video devices.

14. I accept that the use of ICTs is for educational purposes.
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16. I will not reveal any personal details, my own or those of other people.
17. I will respect the rights, privacy and property of others. This includes their passwords and files.
18. I agree not to access or search for unsuitable, offensive, or illegal material.
19. I will notify my teacher if I encounter material which I know to be of a doubtful or unacceptable nature.
20. I will respect the school's equipment and resources and report damage to a teacher.
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22. In all my communications I will be courteous and use appropriate language.
23. I will respect copyright and acknowledge the source of my research material.
24. I understand that usage of the Internet is monitored and reviewed, and records kept of this usage.
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