

LATEST Rototuna Primary School Digital Citizenship Policy

Section A: Cybersafety Policy

Section B: Responsible Device Use Guidelines

Section C: Online Publication of a Student's Image and/or work Guidelines

Section D: Use Agreements

Important terms used in this document:

- The term '**Digital Citizenship**' encompasses digital capability, cybersafety skills and digital literacy.
- The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- '**Cybersafety**' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones
- '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined below
- 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), Gaming Consoles, and any other, similar, technologies as they come into use.
- '**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.

Section A: Cybersafety Policy

Rationale

Rototuna Primary School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition Rototuna Primary School Board of Trustees has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The Board of Rototuna Primary School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, the Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

Policy

Rototuna Primary School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Policy guidelines

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

To develop a cybersafe school environment, the board will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the NetSafe® programme for schools, endorsed by the New Zealand Ministry of Education. *The NetSafe® Kit for Schools*, including its templates for policies and use agreements, will play a central role in this process. A process for reporting back to the board by the principal will be agreed upon and established. Frequency and content of reporting will be included.

In recognition of its guardianship and governance role in the cybersafety of the school, the board will also develop a policy relating to board trustee use of ICT devices / equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/equipment containing school data/information on or off the school site.

Guidelines for Rototuna primary School cybersafety practices

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Rototuna Primary School use agreements will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Rototuna Primary School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. Digital Citizenship and safe use of devices will be discussed with each classroom, each term. Teachers will access appropriate resources from the school-based Digital Citizen website to support their teaching and learning of this.
8. A poster outlining appropriate behaviours of a digital citizen will be displayed in each classroom (see appendix 1).
9. At the beginning of the school year, and when new students arrive to school, each classroom teacher will discuss digital citizenship expectations with their class. Students in Years 4 - 6 will sign the form and classroom teachers will keep these forms filed in the classroom (see appendix 2).
10. As part of the school-wide attestation process, teachers will be attested as to their compliance of points 7-9 outlined in this policy.
11. Parent will be made aware when signing the ICT agreement for their child, that when their child logs in to their school accounts using their school email address from home, that the school security or access privileges DO NOT apply. When using a computer at home their child will be able to access the web and other apps dependent on the security or access privileges that are installed on their home computers.

12. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the school's computer/s and/or network facilities at all times.
13. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
14. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
15. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
16. Use agreements will include the '**Responsible Device Use**' guidelines so students and parents understand the student's responsibility when using devices.
17. Student work and/or images can be published online in accordance with our '**Online publication of a Student's Image or Work**' guidelines.

Date policy adopted by the

Board: 26 June 2017

Chairperson: John Luxton

Date for review: June 2020

*Additional information can be found on the website;
http://www.netsafe.org.nz/kits/kits_default.aspx*

SECTION B: Responsible Device* Use Guidelines

Introduction

Rototuna Primary School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

Responsible Device Use Guidelines

When using information digital devices, I will always be a good digital citizen. This means:

1. I will be a confident and capable user of ICT devices. This means:

- I will know what I do and do not understand about the technologies that I use. I will ask for help if I am not sure.

2. I will use ICT devices for learning as well as other activities. I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one. This means I will:

- Use computers, ipads and other technologies to help me with my learning.
- Not use technologies to talk to others without checking with the teacher.
- Learn how to keep safe online, by knowing who to take to online.
- Check with an adult if I am not sure or feeling unsafe online.

3. I will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right.

This means I will:

- Always check information I read and view online and ask myself is the information correct and reliable.

4. I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain. This means that I will:

- Think before I post online and check that I understand what others are sharing.
- Check with the teacher if I am not sure about a message.

5. I understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. If these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help. This means that I will:

- Always ask for help from an adult if I find something unkind or mean, or something that is upsetting or offensive.

6. I will help other to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. This means that I will:

- Always ask for help from an adult if I find something unkind or mean, or something that is upsetting or offensive.

7. I will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people. This means:

- I must not at any time, use any device or the internet to be mean, rude or unkind. I will not use devices to bully, harass or harm anyone else and I will not make negative comments online about people, places or events, even if it is meant as a joke.

8. I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help. This means that I will:

- Use devices and the internet responsibly, when a teacher is present and with teacher permission.
- Not make attempts to search for things online that I know are not acceptable at our school. This could include anything that is rude, violent or uses unacceptable language, such as swearing.
- Not make an attempt to get around security, monitoring and filtering that is in place at our school.
- If I find anything unkind, rude or images that I know are not acceptable at our school on any device, I will not show others, I will turn off the screen and I will tell the teacher straight away.
- Not download or copy any files, such as music, videos, you-tube clips, movies, games or programmes without permission from a teacher. This will help me follow the copyright laws.
- Check with an adult if I am feeling unsafe online.
- Have a letter from home and permission from the school, before bringing devices from home. This includes things like ipads, ipods, tablets, mobile phones, USB drives, games and cameras. I will not connect these devices or run any software without teacher permission. This includes wireless technology too.

9. I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdates, physical and email addresses and photos of other people and of myself. I also know that even though I may not agree with what someone else says online, that does not mean I can be unkind or hurtful towards them with my responses. This means that I will:

- Ask for permission from an adult before giving out any personal information online. This includes my personal information, as well as other people's information.
- Only log on using my user name, if I have one. I will not allow anyone else to use my user name. I will not tell anyone my password.

10. I will use school ICT equipment responsibly and only when my parents, and myself, have signed a Use Agreement that includes the Responsible Device Use guidelines. This means that:

- I will be able to use devices and the internet when the use agreement form is signed and returned to the office.
- I will respect all technology devices, by using them carefully, reporting any breakages, not changing any of the device systems and not attempting to hack or gain unauthorised access to any system.
- I understand that if I break the rules of the use agreement, the school may need to inform my parents. I understand that the school may take disciplinary action against me. I also understand that my family may be charged for repair costs of any damaged equipment.

Referenced: NetSafe Responsible Use Agreement for Students. September 2012

Section C: Online Publication of a Student's Image Guidelines

Use and Purposes of online publishing

The school uses a range of learning technologies to enhance student learning. These include EDUCA or similar electronic sharing platform, classroom blogs, a school Facebook Page, Google classroom pages, electronic mail (email) and the Internet. There are three main reasons the school publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

Guidelines

1. Samples of children's work, which may include video, names and photos will be used in each student's digital SEESAW or similar electronic sharing platform. This a password protected environment that is accessible to each child, their teacher/s, parents and selected 'buddies' from within the school.

2. From time to time, we publish on the school's Internet website and Facebook page, material for educational or community purposes, to share and celebrate learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. From time to time, student images or video footage may also be used by visiting TV crews for promotion of their programmes; eg: Mish Mash TV, Funky Monkeys.

3. Where appropriate, and with teacher supervision, children may work with online tools and in web-based environments to communicate, collaborate and create. This work may include examples of students' schoolwork and images of students engaged in learning activities.

4. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

The school will identify students on websites or Facebook only by their first name, if at all. Students' surnames, home addresses, and telephone numbers will not be available on any websites.

Copyright and online publishing

The school may also want to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation in the form of a copyright licence from the students. Given the age of the students, the school has decided that it will not publish online any image of a student or work they have produced without the written permission of each student's legal guardians.

SECTION D: Use Agreements for students

CYBERSAFETY USE AGREEMENT AT ROTOTUNA PRIMARY SCHOOL



Instructions for parents*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

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

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

Section A: Introduction

Section B: Responsible Device Use Guidelines for Primary / Intermediate Students

Section C: Online Publication of a Student's Image and/or work Guidelines

Section D: Use Agreement Form

Important terms used in this document:

The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'

'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones

'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below

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, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use

'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/ua

SECTION A: INTRODUCTION

The measures to ensure the cybersafety of Rototuna Primary School outlined in this document are based on ICT policy.

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 Rototuna Primary School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety 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 cybersafety 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 school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may 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 school ICT equipment/devices or commission an independent forensic audit.

SECTION B: RESPONSIBLE DEVICE USE - GUIDELINES TO HELP KEEP ROTOTUNA PRIMARY STUDENTS CYBERSAFE

When using information digital devices, I will always be a good digital citizen. This means:

1. I Will be a confident and capable user of ICT devices. This means:

- I will know what I do and do not understand about the technologies that I use. I will ask for help if I am not sure.

2. I will use ICT devices for learning as well as other activities. I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one. This means I will:

- Use computers, ipads and other technologies to help me with my learning.
- Not use technologies to talk to others without checking with the teacher.
- Learn how to keep safe online, by knowing who to take to online.
- Check with an adult if I am not sure or feeling unsafe online.

3. I will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. This means I will:

- Always check information I read and view online and ask myself is the information correct and reliable.

4. I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain. This means that I will:

- Think before I post online and check that I understand what others are sharing.
- Check with the teacher if I am not sure about a message.

5. I understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. If these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help. This means that I will:

- Always ask for help from an adult if I find something unkind or mean, or something that is upsetting or offensive.

6. I will help other to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. This means that I will:

- Always ask for help from an adult if I find something unkind or mean, or something that is upsetting or offensive.

7. I will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people. This means:

- I must not at any time, use any device or the internet to be mean, rude or unkind. I will not use devices to bully, harass or harm anyone else and I will not make negative comments online about people, places or events, even if it is meant as a joke.

8. I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help. This means that I will:

- Use devices and the internet responsibly, when a teacher is present and with teacher permission.
- Not make attempts to search for things online that I know are not acceptable at our school. This could include anything that is rude, violent or uses unacceptable language, such as swearing.
- Not make an attempt to get around security, monitoring and filtering that is in place at our school.
- If I find anything unkind, rude or images that I know are not acceptable at our school on any device, I will not show others, I will turn off the screen and I will tell the teacher straight away.

- Not download or copy any files, such as music, videos, you-tube clips, movies, games or programmes without permission from a teacher. This will help me follow the copyright laws.
- Check with an adult if I am feeling unsafe online.
- Have a letter from home and permission from the school, before bringing devices from home. This includes things like ipads, ipods, tablets, mobile phones, USB drives, games and cameras. I will not connect these devices or run any software without teacher permission. This includes wireless technology too.

9. I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdates, physical and email addresses and photos of other people and of myself. I also know that even though I may not agree with what someone else says online, that does not mean I can be unkind or hurtful towards them with my responses. This means that I will:

- Ask for permission from an adult before giving out any personal information online. This includes my personal information, as well as other people's information.
- Only log on using my user name, if I have one. I will not allow anyone else to use my user name. I will not tell anyone my password.

10. I will use school ICT equipment responsibly and only when my parents, and myself, have signed a Use Agreement that includes the Responsible Device Use guidelines. This means that:

- I will be able to use devices and the internet when the use agreement form is signed and returned to the office.
- I will respect all technology devices, by using them carefully, reporting any breakages, not changing any of the device systems and not attempting to hack or gain unauthorised access to any system.
- I understand that if I break the rules of the use agreement, the school may need to inform my parents. I understand that the school may take disciplinary action against me. I also understand that my family may be charged for repair costs of any damaged equipment.

*refer policy for description of devices

Referenced: NetSafe Responsible Use Agreement for Students. September 2012

SECTION C: ONLINE PUBLICATION OF A STUDENT'S IMAGE OR WORK GUIDELINES

Use and Purposes of online publishing

The school uses a range of learning technologies to enhance student learning. These include EDUCA or similar electronic sharing platform, classroom blogs, a school Facebook Page, Google classroom pages, electronic mail (email) and the Internet. There are three main reasons the school publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

Guidelines

1. Samples of children's work, which may include video, names and photos will be used in each student's digital EDUCA or similar electronic sharing platform. This a password protected environment that is accessible to each child, their teacher/s, parents and selected 'buddies' from within the school.

2. From time to time, we publish on the school's Internet website and Facebook page, material for educational or community purposes, to share and celebrate learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. From time to time, student images or video footage may also be used by visiting TV crews for promotion of their programmes; eg: Mish Mash TV, Funky Monkeys.

3. Where appropriate, and with teacher supervision, children may work with online tools and in web-based environments to communicate, collaborate and create. This work may include examples of students' schoolwork and images of students engaged in learning activities.

4. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

The school will identify students on websites or Facebook only by their first name, if at all. Students' surnames, home addresses, and telephone numbers will not be available on any websites.

Copyright and online publishing

The school may also want to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation in the form of a copyright licence from the students. Given the age of the students, the school has decided that it will not publish online any image of a student or work they have produced without the written permission of each student's legal guardians

ICT USE AGREEMENT & ONLINE PUBLISHING OF STUDENT IMAGES AND/OR WORK CONSENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

I understand that Rototuna Primary 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 progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. 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 in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

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

Please Return this Page to the School Office

ROTOTUNA PRIMARY SCHOOL
CYBERSAFETY USE & ONLINE STUDENT IMAGES/WORK AGREEMENT

Name of Student:
(First Name) (Surname)

☐

I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

☐

I have read and understand Rototuna Primary School's policy on the Internet publication of student images and student work and the guidelines contained in the policy.

☐

As the parent or legal guardian, I authorise Rototuna Primary School to publish images of the above named student on the Internet, as well as any work that he or she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the Student ceases to be enrolled in the school, whichever happens first. I confirm that I have the necessary authority to give this permission.

☐

I acknowledge that I have been given information on safe digital use at home by reading the information contained via link <https://www.google.co.nz/safetycenter/families/start/>. This information includes how to set up devices safely at home for multiple users and a link to the online Google Safety Centre for tips on digital safety in the home.

☐

I understand that as a parent/caregiver, I/we have a responsibility to read this information to ensure my child's online safety and support their development as a responsible digital citizen.

Student's Signature (Y4 and above only):

Signature of parent or legal guardian

Date:

IMPORTANT INFORMATION

When your child logs in to their school accounts using school email address from home, the school security or access privileges **DO NOT** apply. When using a computer at home your child will have access to the web and other apps, dependent on the security or access privileges that are installed on your home computers.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.