

## Agreement for Responsible use of ICT at Cashmere High School

For students to have a device at school and access our school network we require you to read BOTH sides of this document carefully before signing the enrolment agreement.

### Introduction

Cashmere High School provides opportunities for students to learn about Digital Citizenship across a range of subject areas. This is in order to support safe and responsible use of the internet in teaching and learning. Digital Citizenship is about being a citizen in an online or cyber world and is the combination of *"technical and social skills that enable a person to be successful and safe in the information age"*. (Netsafe, 2012)

Students and staff have access to:

- Electronic mail communication with people all over the world.
- Information and news from around the world.
- Software available through the web, as well as Microsoft and Google products.
- Selected discussion groups on a wide range of topics.

Cashmere High school firmly believes in the educational benefits that access to the diversity of information and online interactions available far outweigh the possibility that users may procure material that is not consistent with the learning outcomes of the curriculum.

### Acceptable use of Devices

The purpose of the Internet at school is to support research and the opportunity for collaborative work at school and with other institutions. The use of both school owned and individually owned devices supports the educational outcomes that are consistent with the learning outcomes of the New Zealand Curriculum. Use of another organisations network must comply with the rules or computing resources appropriate to that network. Transmission of any material in violation of any NZ regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, objectionable or obscene material or material protected as a trade secret.

Users are expected to abide by the following rules:

- To use your own username and to log in with that username only.
- To not tell anyone else your password.
- To use the network in such a way that you will not disrupt others.
- Not to download any files such as music, videos, games or programmes without the permission of a teacher as this could violate copyright laws.
- To not use ICT to put either yourself or anyone else at risk (e.g. bullying or harassing). This includes not publicising your own or others personal details over the internet or between machines (Bluetooth).
- Not to access or attempt to access, inappropriate, age restricted, or objectionable material.

### Inappropriate Use

The Principal, or senior staff with delegated authority, such as a Head of School, determines inappropriate use. Some examples of inappropriate use are described in conditions above. The Principal may, as well as other disciplinary action, request the suspension or termination of computer use of any user who violates these acceptable practices. Such loss of an Internet licence will be for a period commensurate with the seriousness of the offence. The illegal use of computer network through the downloading of, transmission of or possession of objectionable (illegal) material, could result in external stand downs or suspension pending a Board decision of the student's future at the school. The school is also required to notify the Police in such cases.

### School Network

Cashmere High School has an internet filtering system which it uses while a student is on school premises, and therefore has the ability to monitor traffic and material sent and received on the schools network. The school may audit this computer network including Internet access, facilities, computers and other school ICT equipment. This audit may include any stored content on our school system, including emails.

Use of personal Internet capable devices is allowed at Cashmere High School, and the expectations around accessing the Internet and school network will mean that our ICT provider is able to monitor internet access on these devices while the students are at school.

Inappropriate use of private ICT equipment/ devices and internet social networking sites (such as Facebook) during out-of-school hours are not the school's responsibility. However, if the implications of such personal use/activity compromises or impacts on students and/or staff safety, wellbeing and work at school then school management reserves the right to intervene with possible disciplinary actions.

### **School Permissions**

The school will pre-approve suitable software for teaching and learning purposes, that students will sign up for and use responsibly on their teacher's instruction. In some cases the software package or application may require data collection for educational use. We give permission for staff to use this data to inform assessment and teacher planning under our Digital Technologies & Cybersafety Procedure; contained within our Health and Safety Policy.

This agreement also gives Cashmere High School permission to publish any photos or images of students as well as school material (such as artwork, poetry, stories) that may be produced for the purpose of school publications. This could include hard copies such as school newsletters, or in digital format on the school's website or Moodle. The purpose of any such publishing is to celebrate student work and achievement and to promote the school in our wider community. Any digital images of individuals will be removed if the individual makes a request.

### **I understand that:**

- I am not permitted to access material through the Internet which is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal.
- I am not permitted to make any attempt to get around or bypass security, monitoring or filtering that is in place at school.
- I am forbidden to pass on such material by copying, storing, emailing, messaging or printing it.
- I must remove immediately from the screen any material that would not be allowed at school, which I accidentally come across, and tell the teacher right away.
- While using a computer at school, including my own, I am not permitted to send or post any messages or material which could be construed as bullying, offensive to others, dangerous, inappropriate at school, or which contain illegal material or will bring Cashmere High School into disrepute, even if it is meant as a joke.
- All files will be scanned periodically for offensive material by searching key names or file types.
- Should I have such material at school on the school system or on my own device, or use the school system to access the above, strong disciplinary action will follow which could affect my position at the school.

### **I understand how important it is to**

- Keep my password confidential.
- Respect the copyright on software that prohibits copying.
- Acknowledge the source of material gained from the Internet in any assignment work, in the references for that assignment.
- Not to provide or post on the internet any information about myself or anyone else - this includes address, phone number, photographs or credit card information.
- To take proper care of school and personal ICT. If I have been involved in the damage, loss or theft of ICT equipment/ devices, it is my responsibility to report it to my teacher immediately and my family may have responsibility for the cost of repairs or replacement.

### **Use of Personal computers**

The security and care for your own device is your responsibility. Take good care of your own device as the school takes no responsibility for accidental or deliberate damage. Cashmere High School will seek to manage a safe environment, therefore the school is not liable for damage, loss or theft of any personally owned ICT equipment/devices that could occur while at school. The school will offer secure storage in the form of student lockers. Please make note of the serial number of your device and ensure you child is aware of the value of the device and respects it.