



KAIAPOI  
High School



# Kaiapoi High School

Cybersafety Use Agreement &  
BYOD Student Use Agreement

**Mā te aroha ka tutuki**

Through caring, concern, and support for others, all things are possible



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**Instructions:**

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections of this Agreement.
2. Parents and students please sign the Cybersafety Use Consent in the Student Enrolment Form.
3. Please keep this Agreement for future reference.
4. If you have any questions about this Agreement please contact the school.

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

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**Important terms used in this Agreement:**

1. The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'.
2. 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
3. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices, as outlined in (d) below.
4. 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, iPods, MPS 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.
5. 'Objectable' 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/](http://www.netsafe.org.nz/)**

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**Introduction:**

The measures to ensure the cybersafety of Kaiapoi High School outlined in this Agreement are based on our core values.

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 Kaiapoi High 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.

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**Rules to help keep Kaiapoi High School students cybersafe:**

*As a safe and responsible user of ICT, the student will help keep himself/herself and other people safe by following these rules.*

1. The student cannot use school ICT equipment until their parent and the student have read and signed the Cybersafety Use Consent in the Student Enrolment Form.
2. If the student has their own user name, they will log on only with that user name. They will not allow anyone else to use their user name.
3. The student will not tell anyone else their password.
4. While at school or a school-related activity, the student will not have any involvement with any ICT material or activity which might put them or anyone else at risk (e.g. bullying or harassing).
5. The student understands that they must not, at any time, use ICT to upset, offend, harass, threaten, or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. The student understands that the rules in this Use Agreement also apply to mobile phones. They will only use their mobile phone(s) at the times that they are permitted to during the school day.

7. This Cybersafety Agreement will be used alongside the Harmful Digital Communications Act 2015 to further educate students and support discipline processes where necessary.

(a) The Harmful Digital Communications Act helps people in dealing with serious or repeated harmful digital communications. It lays out 10 communication principles that guide how to communicate on-line that all people in New Zealand must follow:

(b) Digital Communication should not:

1. Disclose sensitive personal facts about an individual
2. Be threatening, intimidating or menacing
3. Be grossly offensive to a reasonable person in the position of the affected individual
4. Be indecent or obscene
5. Be used to harass an individual
6. Make a false allegation
7. Contain a matter that is published in breach of confidence
8. Incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
9. Incite or encourage an individual to commit suicide
10. Denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability.

(c) If convicted of an offence under this Act, the person could be sentenced to a maximum of two years in jail or receive a maximum fine of \$50,000.

8. While at school, the student will not:
- Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering, that is in place at school.
9. If the student accidentally accesses inappropriate material, they will:
- Not show others
  - Turn off the screen or minimise the window
  - Report the incident to a teacher immediately
10. The student understands that they must not download any files such as music, videos, games, or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. The student also understands that anyone who infringes copyright may be personally liable under this law.
11. The student understands that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) the student brings to school or to a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. The student will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. The student will ask a teacher's permission before giving out any personal information (including photos) online, about themselves or any other person. The student will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. The student will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
15. The student understands that 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.
16. The student understands that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. The student understands that if they break these rules, the school may inform their parent(s). In serious cases the school may take disciplinary action against the student. The student also understands that their family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.



This agreement is a supplement to the school's Cybersafety Use Agreement which must be signed by all students and parents before they are given access to the school network.

Any student who wishes to use the school wireless and internet access from their own privately owned device must agree to the school's policies and procedures regarding use of that device at school. These are outlined below, and both student and parent must sign the agreement prior to being given access.

Kaiapoi High School takes the safety of both staff and students very seriously.

### SECTION A – STUDENT USE

1. The prime reason for the provision of wireless internet access is to enhance teaching and learning. It is not provided for personal use such as social networking or for downloading personal videos or music files.
2. During lunchtime breaks and before and after school, students will be permitted to use their own devices. This use is subject to the school's **Cybersafety Use Agreement** and the provisions outlined in this document.
3. In the classroom, the personal device that will be used is a laptop. Cell phones will only be used when directed by the teacher (eg taking a video or photos) and do not replace a laptop.
4. Students will use their devices in class for learning as directed by the teacher.
5. Students will use their devices in class to complete class work, projects or any other appropriate tasks which are relevant to the topic and learning being done at the time, with the permission of the teacher.
6. Students may store personal content on their devices, however, they must be aware that the school can inspect this content if inappropriate behaviour is suspected.
7. Students must ensure that their devices are fully charged at the start of each day.
8. Students are responsible for
  - the content on their device.
  - any activity that is done on their device by any other student.
  - any activity that is done using their log in details from their device or any other student's device.
9. The use of any personal device in test and/or examinations is strictly forbidden, unless the student has teacher approval or, for external assessments, NZQA approval.
10. Students will only be permitted to use appropriate software, programmes and applications on their personal devices at school.
11. All software issues, including updating of programmes, are the responsibility of the owner of the device.
12. Students should ensure that all work done on their personal devices is backed up in both online and offline environments where possible.

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### SECTION B – SAFETY AND SECURITY OF DEVICES

1. Any device that is brought to school is personal property and students must endeavour to take care of it at all times.
2. The school will not take responsibility for the loss or damage of a device, but will investigate any incident involving student discipline.
3. Personal devices are not covered under the school's insurance policy and thus we strongly advise that they are insured privately.
4. Students are responsible for the safety of their device.

## SECTION C – DIGITAL CITIZENSHIP

Students should not share their personal devices with other students, unless they have written parental permission to do so.

While using their own devices at Kaiapoi High School, students must not

- put themselves at risk at any time.
- publish their own personal details on the internet.
- publish the personal details of any other student over the internet or between devices.

While using their own devices at Kaiapoi High School students must not participate in any form of inappropriate behaviour. This can include, but is not restricted to

- the use of obscene, offensive, disrespectful or aggressive language towards others.
- the distribution of any pictures, videos or information about themselves or other person which could cause embarrassment, any other activity which may cause offence to others.
- accessing, downloading, distributing or publishing offensive or objectionable material
- harassment (cyberbullying) of any other student in any form.
- recording (in any format) of any other student, staff member or visitor without their prior written consent.

When using their devices at school, students must abide by copyright laws.

Students may not use any personal device for any illegal activity.

Student must not use their device to attempt to interfere with the school network in any way.

Students may not use an audio level which may disturb others. Earplugs and headphones are to be used when necessary, in particular within the classroom with teacher permission.

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## SECTION D – KAIAPOI HIGH SCHOOL

1. The school will endeavour to provide
  - reliable computer network for the purposes of learning and teaching.
  - reliable internet access with speeds suitable for teaching and learning purposes, available throughout the school.
  - an internet filtering system for the protection of all users.
  - wireless network throughout the school to support teaching and learning (under development)
2. The school will endeavour to educate all users to be responsible digital citizens.
3. The school will respond appropriately to any breaches of the Cybersafety Use Agreement.
4. The school will ensure that teachers receive relevant professional development to ensure that they make effective use of the available technology.
5. Staff will plan for a range of diverse learning opportunities.
6. Before allowing access to educational Apps, such as those available on google Workspace for Education, the school will review the educational value and digital safety of each App.