



Cyber-safety Use Agreement - Including BYOD

This document **FOUR** sections:

Section A: Introduction

Section B: Student Cybersafety Rules

Section C: BYOD: Bring Your Own Device

Section D: Cybersafety Use Agreement

Instructions

1. Students and parents*/caregivers/legal guardians need to carefully read and discuss all sections
2. Parents and students sign section D and return that page to the school office.
3. Keep sections A, B and C for future reference.
4. If you have any questions about this agreement, please contact **Mrs Rawles**:
krawles@tawacollege.school.nz

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

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**BYOD**' refers to Bring Your Own Device
- (c) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (d) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (e) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, Chromebooks 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
- (f) '**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 Amendment Act 2005](#)

Section A: Introduction

The measures to ensure the cyber-safety of **Tawa College** outlined in this document 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 **Tawa College** and to the effective operation of the school.

Tawa College has rigorous cyber-safety practices in place, which include cyber-safety use agreements for all staff and students. The overall goal of **Tawa College** is to create and maintain a cyber-safety 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 cyber-safety breaches which undermine the safety of the school environment.

Tawa College'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 by the student / student's family when used at school.

Section B: Student Cybersafety Guidelines

As a safe and responsible user of ICT I will help keep myself and others safe by following these guidelines:

1. I cannot use school ICT equipment until my parent and I have read and signed my Use Agreement form (Section D) and returned it to school.
2. I will log on only with my user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password and if I suspect someone knows my password I will seek help to change it immediately.
4. While at school or involved in a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I 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. I understand that these guidelines also apply to mobile phones.
7. While at school, I 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 others
 - Make any attempt to get around or bypass security, monitoring and filtering in place at school.
8. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off the screen or minimise the window
 - Report the incident immediately to my classroom teacher or Mrs Rawles

9. I understand that I must not download any files such as music, videos, games or programmes. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
 10. I understand that these guidelines apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or use in a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
 11. I will ask permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
 12. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school ICT systems
 - b. Not attempting to hack or gain unauthorised access to any system
 - c. Following all school cyber-safety guidelines, and not joining in if other students choose to be irresponsible with ICT
 - d. Reporting any breakages/damage to a staff member if I am responsible and reporting any equipment already damaged before attempting to use it.
 13. I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
 14. I understand that the school audits its computer network, Internet access facilities, computers and other school ICT equipment/devices. Auditing of the above items can include any stored content, and all aspects of their use, including email.
 15. I understand that if these guidelines are not followed, the school will inform my parent(s) and may take disciplinary action. I also understand that my 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.
-

Section C: BYOD: Bring Your Own Device

Definition of "Technology"

For purposes of BYOD, "Technology" means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to,

- existing and emerging mobile communication systems and smart technologies, portable internet devices
- hand-held entertainment systems or
- portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Security and Damages

It is the responsibility of the owner / student to keep the device safe and secure.

Tawa College, its staff or employees, is not liable for any device stolen or damaged on campus.

BYOD at Tawa College

The use of technology to provide educational material is not a privilege. Devices -

- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum.
- Cannot be left at school before or after school hours
- Must be put away, closed, in silent mode when this is requested
- Must be charged and ready for use when brought to school

Tawa College has the right to:

Collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection, or suspected of containing inappropriate material.

Tawa College does not supply technical services for student-owned devices.

Harmful Digital Communications Act

"The Harmful Digital Communications Act 2015 (the HDCA) was introduced to tackle some of the ways people use technology to hurt others. The aim of the HDCA is to "deter, prevent and mitigate harm caused to individuals by digital communications", and "provide victims of harmful digital communications with a quick and efficient means of redress". [What Is The Harmful Digital Communications Act? | Netsafe](#)

Digital communication should not:

- disclose sensitive personal facts about an individual
- be threatening, intimidating, or menacing
- be grossly offensive to a reasonable person in the position of the affected individual
- be indecent or obscene
- be used to harass an individual
- make a false allegation
- contain a matter that is published in breach of confidence
- incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- incite or encourage an individual to commit suicide
- denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability

Section D: Cybersafety Use Agreement

To the student and parent/legal guardian/caregiver

1. **READ this page carefully** to check that you understand your responsibilities under this agreement
2. **Click the BYOD Agreement on the Enrolment page**

We understand that Tawa College will:

1. Do its best to keep the school cybersafe, by maintaining an effective Cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the Cybersafety guidelines and requirements detailed in use agreements
Note: Tawa College is not liable where material is available to students that should be restricted as part of the cyber safety programme
2. Promote the safe educational use of BYOD as outlined above
3. Keep a copy of this signed use agreement form on file
4. Respond appropriately to any breaches of the use agreements
5. Provide members of the school community with Cybersafety education designed to complement and support the use agreement initiative
6. Welcome enquiries from students or parents about Cybersafety issues.

Section for student

My responsibilities include:

1. I will read this Cybersafety Use Agreement carefully
2. I will maintain a cybersafe learning environment
3. I will follow the cybersafety guidelines and instructions whenever I use the school's or privately-owned ICT
4. I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
5. I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
6. I will ensure that a BYOD device is used appropriately, and that the device is my responsibility and not that of Tawa College.
7. I will keep this document somewhere safe so I can refer to it in the future
8. I will ask Mrs Rawles if I am not sure about anything to do with this agreement.