

## TRANBY COLLEGE CYBERSAFETY USE AGREEMENT FOR YEAR 3 - 6 STUDENTS



### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Sign the appropriate section on this form.
3. A copy of the document for future reference is available on the College website, SEQTA Engage and SEQTA Learn.
4. If you have any questions about this agreement please contact the College.

\* **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) *‘Cybersafety’ refers to the safe use of the internet and ICT equipment/devices, including mobile phones, mp3 players, tablets etc.*
- (c) *‘School ICT’ refers to the school’s computer network, internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets) storage devices (such as USB and flash memory devices, external hard-drives, CDs, DVDs, 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*
- (e) *‘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.*

## INTRODUCTION



The measures to ensure the cybersafety of Tranby College outlined in this document are based on our core values of Personal Mastery, Breadth and Depth of Learning, Respect, Integrity and Service.

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 Tranby College, and to the effective operation of the school.

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

The overall goal of the College in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the College, 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 College environment.

All students will have a use agreement on their SEQTA Learn home page. Once signed by both the student, parent and their form teacher, students will be able to use the College 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 College, and used on or off the school site.

***RULES TO HELP KEEP TRANBY COLLEGE  
STUDENTS CYBERSAFE***



***As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules:***

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form and returned it to my classroom teacher by the due date.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not at any time use the internet, email, mobile phone or any ICT equipment to be mean, rude, offensive, to bully, harass or in any way harm anyone, even if it is meant as a 'joke'.
8. While at school, I will not:
  - ❖ Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - ❖ Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT device I will:
  - ❖ Not show others
  - ❖ Turn off the screen
  - ❖ Get a teacher straight away
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This ensures the school complies with the Copyright Act 1998. I also understand that anyone who infringes copyright may be personally liable under this law.

***RULES TO HELP KEEP TRANBY COLLEGE  
STUDENTS CYBERSAFE***



11. I must have a letter from home and permission from my teacher before I bring any ICT equipment/device from home. This includes things like mobile phone, tablet, ipod, games, camera and USB drives.
12. I will not connect any device (such as USB drive, camera or phone) to, or attempt to run any software on, the school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information online. I will also get permission from any other person involved.  
Personal information includes:
  - ❖ Name
  - ❖ Address
  - ❖ Email address
  - ❖ Phone number
  - ❖ Photos
14. I will respect all ICT systems in use at the College 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 the IT department immediately.
15. I understand 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. I understand 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. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me in line with the College's Discipline Policy. I also understand that my parents may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

***CYBERSAFETY USE AGREEMENT FORM  
FOR STUDENTS YEAR 3-6***



**To the student and parent/caregivers/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. **A copy of the document for future reference** is available on the College website, SEQTA Engage and SEQTA Learn

**We understand that Tranby College will:**

- ❖ 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 ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in the use agreements
- ❖ Keep a copy of this signed use agreement for on file
- ❖ Respond appropriately to any breaches of the use agreement
- ❖ Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- ❖ Welcome any enquiries from students or parents about cybersafety issues

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**Section for students:**

**My responsibilities include:**

- ❖ I will read this cybersafety use agreement carefully
- ❖ I will follow the cybersafety rules and instructions whenever I use the school's ICT
- ❖ I will also follow the cybersafety rules whenever I use privately-owned ICT equipment on the College grounds or an any school-related activity, regardless of its location
- ❖ 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
- ❖ I will take proper care of school ICT device. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my parents may have responsibility for the cost of repairs or replacement
- ❖ Referring to the document on SEQTA Learn for clarification if I need to and/or
- ❖ I will ask a teacher if I am not sure about anything to do with this agreement

**CYBERSAFETY USE AGREEMENT FORM  
FOR STUDENTS YEAR 3-6**



**Section for parent/caregiver/legal guardian**

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

**My responsibilities include:**

- ❖ I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school to maintain a cybersafe environment.
- ❖ I will ensure this use agreement is signed by my child and myself, and returned to the school by the due date.
- ❖ I will encourage my child to follow the cybersafety rules and instructions.
- ❖ I will contact the school if there is any aspect of this use agreement I would like to discuss.

**Student Name:** ..... **Form:** .....

**Student Signature:** ..... **Date:** .....

**Parent Name:** .....

**Parent Signature:** ..... **Date:** .....

**Teacher Signature:** ..... **Date:** .....

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR TEACHER  
BY MONDAY 5<sup>TH</sup> FEBRUARY, 2018**