



RESPONSIBLE USE AGREEMENT FOR STUDENTS

Being CyberSmart in the School Community

The Role of the Responsible Use Agreement in the Monte Cecilia Catholic School Cyber Safety Programme

The Catholic values and Special Character promoted by Monte Cecilia Catholic School include respect for self and all others in the school community, and commitment to enabling everyone to achieve their personal best in an environment, which is physically, emotionally and spiritually safe. The measures to ensure the cyber safety of the school environment, which are outlined in this document, are based on these core ideals.

Information on the internet is uncensored; this document will ensure that material retrieved will be in accordance with the **Catholic and Special Character** of Monte Cecilia Catholic School and will be used to aid learning within the school curriculum.

The school's computer network, internet access facilities, computers and other school Information and Communications Technologies (*referred to as ICT from this instance*) equipment / devices bring great benefits to the teaching and learning programmes at Monte Cecilia Catholic School, and to the effective operation of the school.

It is essential that the school endeavours to ensure the safe use of ICT within the school community.

Thus Monte Cecilia Catholic School has rigorous CyberSmart practices in place, which include the Responsible Use Agreement for all school staff and students. Our aim is for Monte Cecilia Catholic School to develop Good Digital Citizens who are CyberSmart.

Monte Cecilia Catholic School views a **Good Digital Citizen** as someone who:

- uses their Monte Cecilia Catholic School values to underpin their use of ICT
- is a confident and capable user of ICT
- is honest and fair in all of their actions using ICT
- uses ICT for learning and other responsible activities
- thinks carefully about whether the information they see online is true
- is able to speak the language of digital technologies
- understands that they may experience problems when using technology and deal with these appropriately
- always communicates respectfully with others when using ICT
- looks after devices they use
- always respects people's privacy and freedom of speech online
- encourages others to become better digital citizens by being CyberSmart

1 CORINTHIANS 10:31

So, whether you eat or drink, or whatever you do, do all to the glory of God.



Responsible Use Agreement documents include information about obligations and responsibilities, and the nature of possible consequences associated with breaches of the use agreement, which undermine the safety of users of the school environment. The CyberSmart education supplied by the school to its learning community is designed to complement and support the Responsible Use Agreement initiative. The overall goal of the school in this matter is to help keep the school community cyber safe by creating and maintaining a CyberSmart culture, which is in keeping with the Special Character of the school, as well as legislative and professional obligations. All members of the school community benefit from being party to the Responsible Use Agreement initiative and other aspects of the school's CyberSmart programme.

SECTION A

The following information is to inform parents of the scope of this important, school-wide, CyberSmart initiative. It also provides parents with valuable educative material to assist them in their efforts to keep their children cyber safe.

1 | Responsible use agreements

1.1 | All staff and students, whether or not they presently make use of school ICT, will be issued with a Responsible Use Agreement. Parents are required to read these pages carefully with their child (ren), and return signed forms found in Section B and Section C to the school office for filing. Each student needs an individual signed agreement.

1.2 | Parents are asked to keep the other pages of the agreement for later reference. (If necessary, a replacement copy will be supplied by the School Office.)

1.3 | The school encourages anyone with a query about the agreement to contact the Principal, on principal@montececilia.school.nz

2 | Requirements regarding appropriate use of ICT in the school learning environment

In order to meet the school's legislative obligation to maintain a safe physical, emotional and spiritual learning environment and be consistent with the values of the school:

2.1 | The use of the school's computer network, Internet access facilities, computers and other school ICT equipment / devices, on or off the school site, is limited to educational purposes appropriate to the school environment. This applies whether or not the ICT equipment is owned/leased either partially or wholly by the school. If any other use is permitted, the user(s) will be informed by the school.

2.2 | The school has the right to monitor, access, and review all the use detailed in 2.1. This includes personal emails sent and received on the school's computers and/or network facilities, either during or outside the school hours.

2.3 | The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity, must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment / devices brought onto the school site, or to any school-related activity. Such equipment / devices could include a laptop, desktop, PDA, mobile phone, camera recording device, or portable (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at school or at a school related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the Principal. For students, it is appropriate they check with their teacher.

Note that examples of a **'school-related activity'** include, but are not limited to, a field trip, camp, sporting or cultural event, wherever its location.

2.4 | When using a **global information system** such as the internet, it may not always be possible for the school to filter or screen material. This may include material which is **inappropriate** in the school environment (such as 'legal' pornography), dangerous (such as sited for the sale of weapons), or illegal (which could include material defined in the Films, Videos and Publications Classification Act 1993, such as child pornography; or involvement with any fraudulent activity). However, the expectation is that each individual will make responsible use of such systems like the internet.



3 | Monitoring by the school

- 3.1. |** The school monitors traffic and material sent and received using the school's ICT infrastructures. From time to time, this may be examined and analysed to help maintain a cyber safe school environment.
- 3.2. |** The school will deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email. However, as in 2.4., the expectation is that each individual will be responsible in his or her use of ICT.

4 | Audits

- 4.1. |** The school will from time to time conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or may commission an independent audit. If deemed necessary, auditing of the school computer system will include any stored content, and all aspects of its use, including email. An audit may also include any laptops provided or subsidised by/ through the school or subsidised by a school-related source such as the Ministry of Education.

5 | Breaches of the Responsible Use Agreement

- 5.1. |** Breaches of the use agreement can undermine the values of the school and the safety of the learning environment, especially when ICT is used to facilitate misconduct.
- 5.2. |** Such a breach which is deemed harmful to the safety of the school (for example, involvement with inappropriate material, or anti-social activities like harassment), may constitute a significant breach of discipline and possibly result in serious consequences. The school will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including contractual and statutory obligations.
- 5.3. |** If there is a suspected breach of use agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident. An outside agency may be a part of the investigation.
- 5.4. |** Involvement with **material** which is deemed 'age-restricted', or 'objectionable' (illegal), under the Films, Videos and Publications Classification Act 1993, is a very serious matter, as is involvement in an **activity** which might constitute criminal misconduct, such as harassment. In such situations, it may be necessary to involve law enforcement in addition to any disciplinary response made by the school as a result of its investigation.

6 | Other aspects of the school's CyberSmart programme

- 6.1. |** The use agreements operate in conjunction with other cyber safety initiatives, such as CyberSmart education supplied to the school community. This education plays a significant role in the school's overall cyber safety programme, and helps keep children, young people and adult's cyber safe in all areas of their lives. If more information is required, the CyberSmart Manager, or the Principal, can be contacted.



SECTION B (Return)

Responsible Use Agreement for Students

When using information & communications technologies (ICT) at Monte Cecilia Catholic School I will always be a good digital citizen.

This means that I:

- ***will use the Monte Cecilia Catholic School values to underpin my use of ICT.***

I think about what Jesus would do when I am using ICT. I am respectful and truthful and I show courage and integrity in my choices when using ICT.

- ***will be a confident and capable user of ICT.***

I know what I do and what I do not understand about the technologies that I use. I will do the right thing and I will get help where I need it.

- ***will be honest and fair in all of my actions using ICT.***

I will never do anything online that I know will hurt or disrespect 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 from a teacher.

- ***will use ICT for learning and other responsible 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. I will choose the right thing to do.

- ***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. I will always check to make sure information is real before I use it or before I share it with others.

- ***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.

- ***understand that I may experience problems when I use technology and need to react appropriately***

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. When 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 if I do not know what to do next. I will deal with these appropriately.

- ***will always use ICT to communicate with others in a respectful manner.***

I will always talk politely and with respect to people online. I know that it is possible to hurt or disrespect people with what I say and do on the internet. I will think about the effect that my actions have on other people. I will remember that we are all created in the image of God.

- ***will look after devices that I use.***

I will remember that I am not the only person who uses Monte Cecilia Catholic School's devices. I will take care of them and treat them with respect. I understand that if I damage a device I use, I am responsible to fix it.

- ***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, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them. I will not share another person's information.

- ***will encourage others 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. If I see that someone is being unfairly treated online then I will stand up for what is right and speak up rather than just watch it happen.



Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this Responsible Use Agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

Student's Name:

Student's Signature:

Date:

.....



SECTION C (Return)

Parent Declaration

I understand that our school, Monte Cecilia Catholic School, is supporting students as they learn the skills required to become successful digital citizens. Our school defines a CyberSmart Digital Citizen as someone who;

- uses the Monte Cecilia Catholic Values in all aspects of learning.
- is a confident and capable user of ICT
- demonstrates honesty and integrity in their use of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- is responsible to the care of the devices that they use
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning.

**These documents are available on request at the School Office.*

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which my child at school is using technology, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent / Caregiver’s Name

Parent / Caregiver’s Signature:

Date:

.....