



***Pegasus Bay***

*Te Kura o Manga Kawari*

# CYBER SAFETY INFORMATION AND AGREEMENT





Please read this booklet carefully

# CYBER SAFETY USER AGREEMENT

1. Parents please read.
2. Share and discuss with your child. Refer to the web page on our website.
3. Sign the Cyber Safety Use Agreement and return to school.
  - i. Information and Communication technologies bring great benefits to the teaching and learning at Pegasus Bay School. They allow children to communicate with others beyond our physical boundaries, connect globally, experience the world virtually and help us celebrate our learning and discoveries. Effective use of ICT has significant priority in implementing 21st Century Teaching and Learning practices.
  - ii. The principle underpinning this Agreement is to ensure that the necessary procedures are in place for students to access the internet and use various ICT safely. The measures taken are to ensure the safe and successful use of ICT at all times.

## School Responsibilities

- We will provide a Cyber Safety User Agreements for all users
- Use Linewise filtering internet management and software
- Provide Information and Communication Technology policies and guidelines
- Deliver a Internet safety programme to students
- Monitor the usage of internet and ICT

## Parent Agreement

- I will read this Cyber Safety User Agreement
- I will discuss the information with my child and explain why it is important
- I will sign the Cyber Safety User Agreement to indicate my agreement to this
- I will support the school's cyber safety programme by encouraging my child to follow the cyber safety rules and to always ask the teacher if they are unsure about any use of ICT
- I will contact the school leadership team to discuss any questions I might have about cyber safety and this agreement
- I will complete the online cyber safety lessons with my child

## Student Agreement

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

1. I will not use school ICT equipment until my parents and I have signed the Agreement Form.
2. I understand that I can only use the school's ICT equipment for my learning.
3. If I am unsure whether I am allowed to do something involving ICT I will ask the teacher for permission first.
4. I will not allow anyone else to use my username. I will not tell anyone else my password. I will change my password if I become aware of someone else knowing it and I will inform my teacher of my new password. I will keep my password safe by not sharing the information with anyone else.
5. I will not allow other people to use my account.
6. I understand that I must not, at any time, use any ICT equipment to be mean, rude, offensive, bully, harass or in any way harm anyone else, even if it is only meant as a joke. Activity at home against pupils may be deemed a "school" offence.
7. I will not attempt to search for things online I know are not acceptable at our school. This includes anything that is rude, violent or uses offensive language.
8. I will not make any attempt to get around or bypass security and filtering that is in place.
9. If I find anything mean or rude, or things I know are offensive at our school on any ICT device.  
I will:
  - Not show others
  - Turn the screen off
  - Get a teacher straight away
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws and that all applications are used only for learning.
11. I will not connect any device (such as a USB drive, camera, phone) to school ICT or run any software without a teacher's permission. This includes all wireless technology.
12. I will ask my teacher's permission before giving out any personal information online.

13. I will respect all of the school's ICT equipment/devices and will treat all these with care.

This includes:

- Handling devices with care, walking when carrying a device, not eating or drinking near a device and storing it in a safe place.
- Not intentionally disrupting the smooth running of any school ICT systems.
- Not attempting to hack or gain unauthorised access to any system.
- Following all Pegasus Bay School's cyber safety rules and not joining in if other students choose to be irresponsible with ICT.
- Reporting any breakages/damage to a staff member.

14. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair for damage caused by my failure to follow the rules.

15. I understand that this agreement remains active as long as I am enrolled at Pegasus Bay School.



### Additional information

1. Check the NetSafe website [www.netsafe.org.nz](http://www.netsafe.org.nz)
2. Check the Kids spot website [www.kidspot.co.nz](http://www.kidspot.co.nz)
3. Be aware of the ages that children can legally have the following accounts:
  - Facebook: 13
  - Instagram: 13
  - Snapchat: 13
  - Tumblr: 13
  - Twitter: No age restriction
  - Kik: 17
  - Youtube: 13 (under 18 require parental consent)



**Please ensure you have indicated that you have read and discussed all of the information in this document with your child on the agreement form.**



# Cyber Safety User Agreement

1. Read this page carefully to ensure you understand your responsibilities in this agreement and complete the online course
2. Discuss the contents of the previous pages with your child before you both sign
3. Sign this agreement and get your child to sign too
4. Return this page only to the school reception
5. Keep this document for further reference of the guidelines and expectations of you, your child and the school

## I understand that Pegasus Bay School will:

- Do it's very best to ensure the safe use of ICT, including restricting access to inappropriate, illegal or harmful material on the internet or school equipment/devices
- Work with students and families to encourage and develop an understanding of the importance cyber safety, providing students with strategies to keep themselves safe on the internet
- Keep this signed agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents about any aspect of digital learning including cyber safety

## By signing this agreement I am confirming I will:

- Read all the information in this booklet and discuss it with my child
- Ensure that my child understands the information and the need for cyber safety at school
- Support the school in it's attempts to keep my child safe on the Internet
- Return this agreement to school before my child will be able to access the internet at school
- Contact the Principal if I have any knowledge of breaches of cyber safety, including cyber bullying
- Contact the teachers or Principal if I have any questions about digital learning, cyber safety

I confirm that I have read, discussed and fully understand my responsibilities with regards to cyber safety at Pegasus Bay School.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(For office use only) Date received at school: \_\_\_\_\_



***Pegasus Bay***

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**Inspiring and challenging adventurers, creators and thinkers.**

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