

# CYBERSAFETY and BRING YOUR OWN DEVICE (BYOD) @ GISBORNE BOYS' HIGH SCHOOL

## CYBERSAFETY AND BYOD USE AGREEMENT FOR STUDENTS



This document is comprised of this cover page and SIX sections:

**Section A: Introduction**

**Section B: Cybersafety Rules for Students**

**Section C: Cybersafety Use Agreement Form.**

**Section D: BYOD Vision**

**Section E: BYOD responsibilities**

**Section F: BYOD Use Agreement Form.**

### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that page to the school office.
3. Please keep sections A and B 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.

#### **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
- (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, PDAs), 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
- (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. 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/ua](http://www.netsafe.org.nz/ua)**

## SECTION A INTRODUCTION

The measures to ensure the cybersafety of Gisborne Boys' High School 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 Gisborne Boys' 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.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school 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 school, and used on *or* off the school site.

## SECTION B RULES TO HELP KEEP GISBORNE BOYS' HIGH SCHOOL 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 (see Section C) and returned it to school.
2. 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.
3. I will not tell anyone else my password.
4. While at school or 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 the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
8. 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 other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Not show others</li><li>2. Turn off the screen or minimise the window and</li><li>3. Report the incident to a teacher immediately.</li></ol> |
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10. I understand that I 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. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I 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. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. I 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. 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. 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**  
**GISBORNE BOYS' HIGH SCHOOL**  
**CYBERSAFETY USE AGREEMENT FORM**

**To the student and parent/legal guardian/caregiver, 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. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

**We understand that Gisborne Boys' High School 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 school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

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**Section for student**

**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 on the school site or at 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. 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
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the [relevant staff member] if I am not sure about anything to do with this agreement.

**I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.**

**Name of student:** ..... **Form class:** .....

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

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

**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's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- 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.

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

**Name of parent:** .....

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

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**

## SECTION D **BRING YOUR OWN DEVICE (BYOD) VISION**

That Gisborne Boys' High students and staff will be responsible and productive users of Information and Communication technologies (ICT's) in the school and society in accordance with the values of Gisborne Boys High and principles and values in the New Zealand Curriculum. In doing so they will enhance and enrich the learning opportunities available.

This document represents a partnership of sharing and understanding between the school, its students and their families and each party is subject to the responsibilities outlined in the following document.

### **DEFINITIONS**

#### ***Important terms used in this document:***

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) GBHS is Gisborne Boys High School*
- (c) 'Cybersafety' refers to the safe use of the Internet and ANY ICT equipment/devices through the school network*
- (d) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (e) below*
- (e) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers, laptops, tablets, storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (f) 'Inappropriate' in this agreement means material that deals with matters seen by the Principal and staff at GBHS to be against the values of GBHS or the benefit to teaching and learning*
- (g) Safe Storage is locked in a secure place*

## SECTION E **BYOD RESPONSIBILITIES**

#### **GBHS is responsible for:**

1. Providing a strong and reliable computer network that is available to the school community for the purposes of learning and teaching
2. Ensuring that at least 90% of the school is covered with adequate wireless capability
3. Maintaining fast and reliable internet access to its staff and students
4. Provide a safe and consistent Internet filtering process that aims to protect all users from misuse as long as the network is used for its intended purposes
5. Developing an integrated learning programme that promotes the safe and appropriate use of electronic devices
6. Maintaining the ability to monitor activity of ANY users of the network, which it will do randomly and periodically
7. Maintaining a number of computers for student and staff use onsite.

8. Providing areas in the school where the device can be safely stored under supervision

**GBHS has the right to:**

1. Randomly and periodically monitor activity of users of the network
2. Inspect on a student's device their current school work, mindful that the students private content should remain private
3. Discipline a student by
  - a) Prohibiting the students from bringing a device to school
  - b) Suspending the student's use of their device in class
  - c) Suspending the student's use of the school's network.
  - d) Insisting on participation in a digital citizenship programme
  - e) Expect students to meet their responsibilities specified in this policy
  - f) In cases of serious breaches of this policy by students, to permanently suspend the students' use of a device and/or inform appropriate external agencies/authorities, including the NZ Police.
  - g) ***Remove a student's access to the GBHS network because a student has failed to meet their responsibilities as detailed in this agreement***

**The Teacher is responsible for**

Working within the school's responsible use policy for staff

1. Ensuring that the teaching and learning provided in their classroom makes best use of the available technology, including students accessing learning material and students submitting work
2. Maintaining a high standard of behaviour in the class so that all students can access the Internet and use their devices safely and to the best advantage educationally

**The teacher has the right to:**

1. Restrict the use of devices in their class when an alternative learning strategy is being used
2. Require students to produce hand written work.
3. Request the removal of a student's access to the GBHS network because of the student has failed to meet the responsibilities specified in this policy

**The Responsibilities of GBHS Students:**

1. A GBHS student with a signed agreement will have the right to bring a mobile internet capable device to school as the BYOD policy is rolled out across the school
2. Adhere at all times to the responsible use policy
3. Ensure their device is fully charged for use at GBHS – NO facilities for charging will be given at school, however, this may vary depending on teacher and learning space.
4. Take their device home every day
5. Keeping their passwords to the GBHS's network and any other programs used secure and private
6. Understand they are responsible for the safekeeping of their device AND the contents of the device at all times
7. Using the device in class for learning, as directed by the teacher or in association with the topics and learning being done in the class at that time
8. Accept that not all learning is going to be on an electronic device and that when it is not in specific use the teacher may require the device to be in safe storage
9. Not using their device or the GBHS network inappropriately
10. ALL printing will be done through school computers as these have the printer drivers loaded onto them

**Students should also be aware that:**

- While at school you are still subject to the schools Cybersafety policy, which you read and agreed to on enrolment (available on the school website) even if using your own laptop
- **You are responsible for the contents of your own computer and any activity that is done under your log in details** If another person has used your machine it is YOUR responsibility to ensure it is used properly. You will be held responsible!
- Failure to follow the guidelines below, and to use your own common sense in judging what is right and what is wrong, will result in suspension of your right to use your device in your classes. Serious breaches of this policy will result in the permanent suspension of this right. Other consequences may also likely apply.

**Failure to adhere to ANY of the above will result in:**

1. Removal of the BYOD privileges, wireless and or Network rights for a time decided upon depending on the seriousness of the offence. (Minimum 2 weeks)
2. Request the student surrenders their device to the Associate Principal or IT technician for checking and future collection by parent / caregiver
3. Parents will be contacted about the offence
4. If deemed necessary the Principal has the right to call on any necessary external agencies (EG the police)

**Responsibilities of the parent/caregiver of a GBHS Student:**

1. Accepting the contents of this document and supporting the school in endeavouring to achieve the vision of responsible use of all ICT'
2. Endeavouring to provide their child with a device
3. Discussing the contents and intent of this policy with students
4. Remaining aware of what the students is doing with their device
5. Ensuring the student understands the value of the device and respects it
6. Insuring the device
7. Notifying the school of any suspected misuse of the device in school time or on the school network
8. Recording and storing the serial number of the device
9. Understanding that the use of own devices is new to GBHS

**The parent/caregiver has the right to:**

1. Expect that GBHS will provide a strong, reliable and safe computer network that is open to all members of the school community for the purposes of learning and teaching
2. Expect that GBHS will develop, over time, integrated classroom teaching and learning that makes best use of devices and available technology
3. Expect their child to willingly show any work on the device that they are currently undertaking

**Examples of misusing your right to access the GBHS computer network:**

- *Accessing proxy sites that allow you to bypass GBHS internet security and controls*
- *Accessing, downloading, distributing or publishing offensive material*
- *Being involved in electronic bullying e.g. obscene, offensive, disrespectful or aggressive language towards others*
- *Distributing or publishing your own (or anyone else's) personal details over the Internet or between machines (bluetooth)*
- *Distributing or publishing your own (or anyone else's) login details.*
- *Sending email "Spam"*
- *Use another person's login details*
- *Streaming movies or other non-learning related content*
- *Violating copyright laws. Illegal downloading or sharing files that are copy written*

**Security and Insurance:**

1. The Device is your property and as such it is up to you to take due care of it given its expense
2. The school will take no responsibility for loss or damage beyond a normal investigation into an incident involving student discipline
3. The school is **NOT** insured for your device so insurance is the responsibility of parents and students

**SECTION F**  
***BYOD USE AGREEMENT FORM***

**Please complete signatures below.**

Once the device is on the network a copy of this will be given to the student.

**STUDENT**

I have read this document and understand the contents and will adhere to each part to maintain BYOD privileges.

Name \_\_\_\_\_ Form Class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Device Details**

Make \_\_\_\_\_ Device \_\_\_\_\_ Serial Number \_\_\_\_\_

**Parent / Caregiver**

I agree to support my child and the school with each part of this BYOD responsible use document.

Name \_\_\_\_\_ Signature \_\_\_\_\_

**GBHS SCHOOL USE**

Accepted use date \_\_\_\_\_

Student Login \_\_\_\_\_

MAC Address of device \_\_:\_\_:\_\_:\_\_:\_\_

Serial Number of device \_\_\_\_\_

(If you don't know the MAC address we will complete this when you are in your digital citizenship workshop)