Ponsonby Intermediate School

ICT/Cybersafety Policies and Procedures

Ponsonby Intermediate School

This document is comprised of the following sections:

> Section A: Introduction
>
> Section B: ICT Cyber-safety Rules for Ponsonby Intermediate Students
>
> Section C: Ponsonby intermediate BYOD Policy and Procedures

Instructions for parents*/caregivers/legal guardians:

1. Please read sections A, B and C carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.

* 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), storage devices (such as USB and flash memory devices, iPods), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as 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 https://www.netsafe.org.nz

SECTION A
Introduction

The measures to ensure the cybersafety of Ponsonby Intermediate 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 Ponsonby Intermediate, 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.

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.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B
Rules to help keep Ponsonby Intermediate Students safe

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(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.

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 username. 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 or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.

8. I will hand in my devices to my form teacher at the beginning of the school day.

9. 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 our school

10. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:

    - Not show others
    - Turn off the screen
    - Get a teacher straight away

11. 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.

12. I must have completed the school permission slip before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.

13. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.

14. The school cybersafety rules apply to any ICT brought to school like a mobile phone.

15. I will ask my 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 numbers**
    - **Photos**

16. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:

    - Not intentionally disrupting the operating of any school ICT systems

energised achievers; ready for the future.

Articulate,

- 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

17. 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. I also understand that my Parents/caregivers may be charged for repair costs if the damage was deemed not accidental.

Section C
Ponsonby Intermediate BYOD Policy and Procedures

Students may choose to bring a device to school and will be assisted by the staff to ensure it is kept safe. Ponsonby has a large number of devices within each classroom, so students will not be disadvantaged in any way if they choose not to bring a device from home.

Some guidelines around BYOD
- Purpose is to offer more students the *latest* in ICT learning
- To motivate and prepare students for their future in our digital world
- To prepare students for college, as this style of teaching/learning is the direction some local colleges are currently developing
- To allow students *instant and guaranteed* access to the internet and digital resources via their personal device
- It is a student's *personal* Laptop, iPad, Netbook or an Android Tablet (screen size should be 7 inches or larger). Recommendation: check with your future high school to see if they will potentially require a larger device
- It must be fully functional with regularly updated software. The only requirement is that it is compatible with Google Apps for Education
- There will be lockable facilities available in each room for device storage when not in use and for break times. Students must use these lockable facilities and not have their device in their bag
- The device must be on personal household contents insurance
- While the school will endeavour to ensure the safety of devices, students are responsible for ensuring their device is used appropriately and is securely stored when not in use