

# RANGITOTO COLLEGE STUDENT ICT USE AGREEMENT

## INTRODUCTION

The measures to ensure the cybersafety of Rangitoto College 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 Rangitoto College, 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.

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.

**These rules also cover the use of college's intranet (RangiNet) which students are able to access remotely.**

**Students are not permitted to use any (school owned/leased or personal) ICT equipment/devices unless the 'ICT Use' section of the Enrolment Form has been signed by both the parent/caregiver/guardian and the student.**

### Student responsibilities include:

- I will read this ICT use agreement carefully
- I will follow the ICT rules and instructions whenever I use the school's ICT
- I will also follow the ICT 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 my own safety at risk, 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 a staff member if I am not sure about anything to do with this agreement.

**Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

#### *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.*

# Rules To Keep Rangitoto 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 ICT equipment (school or personal) unless my parent/guardian and I have signed the 'ICT Use' section of the Enrolment Form.
2. I will log on only with my 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. While using personal ICT equipment, I will not have any involvement with any ICT material or activity which might bring the school into disrepute or put any member of the school community at risk (eg. bullying or harassing).
6. I understand that I must not at any time use ICT (either school or personal ICT equipment) 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.
7. I understand that the rules in this Use Agreement also apply to mobile phones.
8. I understand that I can only use ICT equipment and the Internet at school when a teacher gives permission. I will not access the Internet using any privately owned ICT equipment.
9. 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 others
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place.

If I accidentally access inappropriate material, I will:

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| <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 that are subject to the Copyright Act 1994 (or any replacement Act). 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 to school ICT or run any personal 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 and I could lose access to the system which will impact on those subjects which require the use of computers as part of the course or for assessment purposes. This may result in my removal from those subjects. 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.