



Cybersafety Agreement



WOODFORD
HOUSE

This document is comprised of four sections:

Section A: Introduction

Section B: Cybersafety rules for Woodford House students

Section C: General ICT Policies

Section D: Background information for parents

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully with your daughter/s.
2. All parents and students must sign the Cybersafety Consent form on the Woodford House website, Parents, Parent Consent.
3. Please keep sections A, B, C and D for future reference as this document will be valid for your daughter's time at Woodford House.
4. Please note that Section D contains background information to help you with this process.
5. If you have any questions about these agreements please contact the School on 06 873 0700 or email Deputy Principal – School Outcomes amy.reid@woodford.school.nz

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this booklet

- The abbreviation ICT in this document refers to the term Information and Communication Technologies
- Cybersafety refers to the safe use of the Internet and ICT equipment/devices, including mobile phones, iPads, laptops etc.
- School ICT refers to the School's computer network, wireless internet access facilities, computers, and other School ICT equipment/devices as outlined in Section D.
- The term ICT equipment/devices used in this document, includes but is not limited to, computers (such as desktops, laptops, iPads, tablets, PDAs, cloud devices) storage devices (such as USB and flash memory devices, CDs, DVDs, 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.
- 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.

This Agreement is for use while your daughter is attending Woodford House.

SECTION A

– INTRODUCTION

The measures to ensure the cybersafety of our Woodford House community outlined in this document are based on our core values.

Our School has rigorous cybersafety practices in place, which include Cybersafety Use Agreements for all staff and students to maintain a 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 need to complete the Cybersafety Consent - then she will be able to use the school ICT network, equipment/devices, or approved personal devices attached to the School network.

The 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, or owned by the student and used on *or* off the School site.

SECTION B

- RULES TO KEEP STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules. See notes in Section F for background information.

Cybersafety Rules

1. I cannot use the School or my personal ICT equipment to connect to the School network until my parent(s) and I have read and signed my use agreement form and returned it to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. I understand mobile phones are not to be used by Years 7-12 students at school between 8.20am and 3.15pm (including interval and lunchtime). Years 7-12 students are requested to either leave their mobile phones in the boarding house or in a safe place during the school day. Year 13 students have the (revokable) privilege of using phones in the Year 13 Common Room.
5. I understand that if I am involved in a suspected behaviour breach, staff may ask for my device/mobile phone to be surrendered.
6. I will not have any proxy avoidance software (or VPN (Virtual Private Network)) on any device I use at school.
7. While at school or at a school related activity, I will not have any involvement with any ICT material or activity that might put myself or anyone else at risk (e.g. bullying or harassing).
8. 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.
9. I understand that the rules in this agreement also apply to mobile phones and other personal ICT devices or on any data network (school wifi or mobile data) and any browser, guardianship enabled by an app installed on personal

devices. I will only use these at the times that I am permitted to during the School day.
10. I will not take or create pictures or videos of any students, teachers or staff without their informed consent.
11. While at school, I will not: a. Access, or attempt to access, inappropriate, age restricted, or objectionable material b. Download, save or distribute such material by copying, storing, printing or showing to other people c. Make any attempt to get around, or bypass security, monitoring and filtering that is in place at school.
12. If I accidentally access inappropriate material, I will: • Not show others • Turn off the screen or minimise the window • Report the incident to a teacher or information services immediately.
13. I understand that I must not download and/or make copies of 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, and the The Copyright (Infringing File Sharing) Amendment Act 2011. I also understand that anyone who infringes copyright may be personally liable under this law. I will acknowledge electronic information sources in my class work.
14. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive, iPad, tablet, cloud drives) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the School environment.
15. I understand that I am responsible for the upkeep, maintenance, repairs and security of any mobile device that I bring to school or on school-related activities.
16. I will not connect any device (such as a USB drive, camera or phone, cloud drives) to, or run any software on, school ICT without permission. This

includes all wireless technologies.
17. 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.
18. I will respect all ICT systems in use at school and treat 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 or Information Services.
19. 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.
20. 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.
21. 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.

*The term 'parent' used throughout this document also refers to caregivers and legal guardians.

SECTION C

- WOODFORD HOUSE GENERAL ICT POLICIES

1. Woodford House will maintain up-to-date computer and wireless networks giving students the opportunity to integrate Information and Communication Technologies (ICT) into their everyday school activities. These computer and wireless systems will be made available for student use as much as is practical.
2. Access to the internet will be available to students. While the data will be unlimited, there will be restrictions placed on specific content areas, for example social networking and some media, in line with parent wishes, the law, and general school philosophies and policies on what is appropriate for our school.
3. All boarders will be charged for this access at the rate of \$35 per term (for non-curriculum use). This cost excludes GST.

Day Girls and Boarders will be charged for Linewize Solution at the rate of \$10 per year.

4. Access is by year group – see chart under Information Communication Technology (ICT) in the Parent Handbook.
5. Recreational use of the internet system is restricted to times outside the normal school day (8.20am – 3.15pm excluding interval and lunch times) and prep times 6.30pm – 8pm.
6. Printing will be monitored and accounted for and students will be billed for personal printing.
7. The Administration of the School will supervise the use of the computer systems by monitoring without notice to users. Pupils accept that the use of the internet and the content of files stored on the School systems are subject to scrutiny by Woodford House without notice from time to time.
8. For the purposes of Policy 7, the School will maintain network systems that record all user activities, including details of internet sites accessed by the login password holder, together with a system that attempts to preclude or divert the transmission of data deemed to be objectionable*.

9. The holder of each login account password will be personally responsible for all material received or transmitted utilising that password for access to the School network.
10. The School computer and wireless networks shall be used in a manner which:
 - Complies with the Woodford House Use Agreements
 - Ensures compliance with Software Licences
 - Does not infringe copyright or other intellectual property rights
 - Precludes the misuse of the system to transmit offensive, defamatory, fraudulent or harassing messages
 - Does not constitute illegal or wrongful conduct.

***Objectionable** in this policy 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 the School environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993. A litmus test: any content that a student would not be happy to have a teacher or parent observe them viewing.

Internet devices

For security reasons, non-approved personal internet devices are not currently permitted to access the School network or utilise our internet connection. All students must use their allocated username to access the wireless system. Personal laptops and other electronic mobile ITC devices are the responsibility of their owners; however, girls using these within the School environs are required to adhere to the principles of the Woodford House Cybersafety Use Agreement.

SECTION D

- BACKGROUND INFORMATION FOR PARENTS

Dear Parents and Caregivers,

This background information may be helpful as you read through and discuss the Cybersafety Use Agreement with your daughter.

These are the rules to help keep students cybersafe as outlined in the Cybersafety Use Agreement that you and your daughter have been asked to sign.

- 1. I cannot use the School or my personal ICT equipment to connect to the school network until my parents and I have read and signed my Use Agreement form and returned it to school.** *All students must have a Use Agreement signed by themselves and their parent. Use Agreements are an essential part of cybersafety policy and programmes for schools and other organisations.*
- 2. I will log on only with my own username. I will not allow anyone else to use my username.** *The username is the unique identity by which the network recognises an individual. There are never two users with the same username and this allows the School to track the activity of any student. A username could be misused if a student's password was known and then used by others. The responsibility for this use is with the owner.*
- 3. I will not tell anyone else my password.** *Passwords perform two main functions. Firstly, they help to ensure that only approved persons can access the school ICT facilities. Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the School to maintain a cybersafe environment for all users. It also teaches the student the importance of personal security.*
- 4. I understand mobile phones are not to be used by Years 7-12 students at school between 8.20am and 3.15pm (including interval and lunchtime). Years 7-12 students are requested to either leave their mobile phones in the boarding house or in a safe place during the school day. Year 13 students have the (revokable) privilege of using phones in the Year 13 Common Room.** *As a school we believe it is important to have screen-free time to promote wellbeing and encourage students to connect with one another in person. Year 13 students may not use phones during school hours anywhere other than the Year 13 common room.*

5. **I understand that if I am involved in a suspected behaviour breach, staff may ask for my device/mobile phone to be surrendered.** *Surrendering the device ensures that whilst breaches are being investigated we protect student confidentiality and ensure we are easily able to establish the facts.*
6. **I will not have any proxy avoidance software or VPN (Virtual Private Network) on any device I use at school.** *VPNs connect a device to the School's wifi network but bypass the firewall. This means students may access objectionable and banned sites, which breaches this cybersafety agreement.*
7. **While at school or at a school related activity, I will not have any involvement with any ICT material or activity that might put myself or anyone else at risk (e.g. bullying or harassing).** *Unfortunately, along with many benefits, ICT technology has also provided new ways to carry out anti-social activities. Bullying and harassment by means of ICT devices is becoming a major problem in New Zealand and in many other countries. Often students become involved in these acts through peer pressure without thinking of the consequences.*
8. **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.** *Harassing, bullying or threatening others will not be regarded as a joke by the School; it is deemed inappropriate behaviour and is dealt with according to the School's pastoral care system.*
9. **I understand that the rules in this agreement also apply to mobile phones and other personal ICT devices. I will only use these at the times that I am permitted to during the School day.** *Students and parents are also reminded of the School's specific policy on the use of mobile phones and personal ICT devices at Woodford House.*
10. **I will not take or create pictures or videos of any students, teachers or staff without their informed consent.** *This is to ensure the safety and welfare of staff and students and includes AI generated material.*
11. **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 to other people**

- **Make any attempt to get around, or bypass security, monitoring and filtering that is in place at school.**

While the School has a number of steps in place to monitor and thereby prevent students from accessing inappropriate material, the students also have an individual role to play in this process by not attempting to access the information they know will not be acceptable at School. Disciplinary procedures will result if a student is attempting to bypass school internet filtering or security systems.

12. If I accidentally access inappropriate material, I will:

- **Not show others**
- **Turn off the screen or minimise the window**
- **Report the incident to a teacher or Information Services immediately.**

The School takes a number of steps to prevent inappropriate material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. It is important to understand that this is not automatically the student's fault. Encouraging the student to tell a teacher immediately if they find something they suspect may be inappropriate, encourages critical thinking and helps students take responsibility for their actions and keep themselves and others safe. This way, they contribute to the cybersafety of the School community.

13. I understand that I must not download and/or make copies of 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, and The Copyright (Infringing File Sharing) Amendment Act 2011. I also understand that anyone who infringes copyright may be personally liable under this law. I will acknowledge electronic information sources in my class work.

Many files available on the internet are covered by copyright and although they can be easily downloaded, it can often be illegal to do so. 2011 legislation has very harsh penalties for this. Sometimes these files can also contain malicious content such as viruses, spyware programmes or even inappropriate, age-restricted or illegal material. Plagiarism off the internet is common and, at the very least, a bad habit to get into. Students need to develop good information gathering skills and fundamental to this, is the ability to acknowledge sources. This will be followed up with instruction in referencing protocols as part of our information literacy programmes.

- 14. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive, iPad, tablet) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the School environment.** *Students need to be aware that if they bring any ICT device to school or to a school related event, then all stored content on it must be acceptable and appropriate for the Woodford House environment. Please also remember that the School takes no responsibility for the loss or damage to any of this equipment.*
- 15. I understand that I am responsible for the upkeep, maintenance, repairs and security of any mobile device that I bring to school or on school-related activities.** *Students will need to have their device repaired by an outside supplier.*
- 16. I will not connect any device (such as a USB drive, camera or phone) to, or run any software on, school ICT without permission. This includes all wireless technologies.** *Connecting devices and trying to install software brought from home may cause conflicts with the School ICT systems which can lead to problems. The School must also abide by software licensing requirements included with the software. This means that if Woodford House has not purchased the software, the School may not be legally entitled to install that software.*
- 17. 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.** *This reduces the risk of students being contacted by someone who wishes to upset or harm them or use their identity for purposes which might compromise students' safety, privacy or security online.*
- 18. I will respect all ICT systems in use at school and treat 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 or Information Services.**
- In addition to promoting student safety, the rules help the School to protect the considerable investments made in expensive ICT equipment. Intentionally*

disrupting ICT systems will be seen by the School as intentionally setting out to disrupt the learning.

- 19. 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.** *This may involve downloading software to my personal device. The School has an electronic monitoring system that has the capacity to record Internet use, including user details, time, date, sites visited, length of time viewed and from which computer/ device. The School may also use filtering to restrict access to certain sites.*
- 20. 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.** *In an audit, all material, files and emails could be checked by the School.*
- 21. 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.** *Depending on the seriousness of the breach, possible school responses could include one or more of the following: a discussion with the student, informing parent(s), loss of ICT privileges, the family having responsibility for repair/replacement costs, the school taking disciplinary action, or in the worst case, police involvement.*

This Agreement is available on SchoolBridge for your future reference while your daughter is a student at Woodford House.

