



**ASHBURTON  
INTERMEDIATE SCHOOL**

**Contract for safe and responsible use of ALL devices through the  
AIS WI-FI network**



# ASHBURTON INTERMEDIATE SCHOOL

Contract for safe and responsible use of ALL devices through the AIS WI-FI network

## INTRODUCTION

It is our vision that Ashburton Intermediate students and staff will enhance and enrich the learning opportunities available by being responsible and productive users of information and Communication Technologies (ICT'S) in the school. The overall goal of AIS is to create and maintain a cybersafety culture which is in keeping with the values of the school, and our legislative and professional obligations.

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 documentation. When using any device at school, accessing the network and the internet the responsibilities are there to keep every user as safe as possible.

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## DEFINITIONS

Important terms used in the document:

**'ICT'** in this document refers to the term 'Information and Communication Technologies' – and any device required for access to ICT

**'AIS'** is Ashburton Intermediate School

**'Cybersafety'** refers to the safe use of the internet and ANY ICT equipment/device used through the school network

**'School ICT'** refers to the schools' computer network, internet access facilities, computers and other school ICT equipment/devices

**'ICT equipment/devices'** used in the document, includes but is not limited to, computers, laptops, tablets, storage devices (such as USB and flash memory devices, CDs, DVDs, iPod, 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 us.

**'Inappropriate'** in this agreement means material that deals with matters seen by the Principal and staff at AIS to be against the values of AIS or the benefit to teaching and learning

**'Safe Storage'** is locked in a secure place when not in use

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There are 4 sections to this document:

1. General Cybersafety and network access – which covers access to school devices and access to the network and internet.
2. Publication of student images and work.
3. BYOT (Bring Your Own Technology).
4. Signed consents for sections 1, 2 and 3.



## 1: GENERAL CYBERSAFETY AND NETWORK ACCESS

### \* Responsibilities of Ashburton Intermediate School (AIS)

AIS is responsible for:

- Providing a strong, reliable network that is available to the school community for the purposes of teaching and learning, with at least 95% of the school covered with adequate wireless capability.
- Maintaining fast and reliable internet access to its staff and students.
- Providing 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.
- Developing an integrated learning programme that promotes the safe and appropriate use of electronic devices.
- Maintaining the ability to monitor activity of ANY users of the network, which it will do randomly and periodically.
- Maintaining a number of computers for student and staff use onsite.

AIS maintains the right to:

- Expect every student to meet ALL their responsibilities, as specified in this policy.
- Randomly and periodically monitor activity of all users of the network.
- Inspect, on a student's device their current school work, mindful that the students private content should remain private.
- Discipline a student by suspending the use of any device in class and their use of the school network. On the first occasion this will be for 2 weeks. Further infringements will require individual consideration by the school.
- In cases of serious breaches of this cybersafety document by a student the Principal of AIS maintains the right to permanently suspend a student from using any device and / or inform appropriate external agencies/authorities, including the NZ Police.

An AIS student should:

- Remember that the use of the school's internet is ONLY for education purposes.
- Use cloud-based application such as Microsoft Office 365, Google Apps, or other storage options such as Drop Box.
- Use school-approved online learning programmes such as StudyLadder or Mathletics.
- Inform their teacher of any concerns they have about sites accessed or others infringing the cybersafety guidelines.
- Ensure there is a teacher or responsible adult in the room when accessing the internet.
- Keep ALL passwords secure at all times and inform their teacher if they feel one is leaked.
- Respect all ICT equipment and use appropriately.
- Ensure only appropriate information is accessed at all times.
- NOT take photographs/film of any student without teacher AND the student's permission.
- Respect the copyrights on software that prohibit copying.
- Avoid disruption of the running of any computer or network.
- Take care not to scan, display graphics, record or play sounds or type message which could cause offence, or distract others.
- Download my work only to my device, CD or USB drive.
- When recoding information on the internet I will not give anyone on the internet information about myself or anyone else. This includes addresses, phone number, usernames, passwords, photographs and/or credit card information of anyone.
- If I use email I will use in ONLY for school purposes and ensure the content is always appropriate.
- I will immediately inform the teacher if I come across a virus or security problem.

AIS teachers will:

- Work within the schools' responsible use policy for staff.
- Ensure that the teaching and learning provided develops the opportunities for the use of devices to enhance teaching and learning.
- Maintain a high standard of behaviour in the class so that all students can use devices and the AIS network safely and to the best advantage educationally.
- Restrict the use of any device in their class when an alternative learning strategy is being used.
- Require students to produce hand written work.
- Request the removal of a student's access to the AIS network because the student has failed to meet the responsibilities specified in this policy.

#### **\* Responsibilities of the parent/caregiver of an AIS student**

The parent/caregiver is responsible for:

- Accepting the contents of this document and supporting the school in endeavouring to achieve the vision of responsible use of all ICT's.
- Discussing the contents and intent of the policy with tier child regularly.
- Supporting the school in trying to keep every user safe on the AIS network.

Then parent/caregiver has the right to:

- Expect that IAS will provide a strong, reliable and safe computer network that is open to all members of the school community for the purposes of teaching and learning.
- Expect that AIS continues to develop current, relevant integrated classroom programmes that makes best use of devices and available technology as a toll to enhance teaching and learning.
- Expect their child to willingly show any work on any device that they are currently working on (school or personal)

## **2: PUBLICATION OF STUDENT IMAGES AND WORK – AIS PROCEDURE DETAILS**

There are three main reasons the school publishes students material online:

- 1 To educate the student in accordance with the National Curriculum, including the role and use of technology in society;
- 2 To encourage the student to be part of and participate in the school community and
- 3 To promote the school in the wider community

The school will publish the material only on its own website, intranet, newsletter, prospectus and NZ based website endorse by the Ministry of Education. The school acknowledges that it cannot control who accesses the website on which students images or material is published or the copying, by visitors to these websites, of images of the student and their work. The school will identify students on the websites only by their first name and year at school. Students surnames, home addresses and telephone number will not be available on the websites (any exceptions will have the written permission of the student and parent)

The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

All parents/caregivers must sign the school's Parent Permission for Online Publication of Students image and Work form. The school has a designated privacy officer, the Principal, who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

### 3: BYOT (BRING YOUR OWN TECHNOLOGY)

AIS will:

- Provide lockable storage in each classroom for student devices when not in use and for ALL interval and lunchtimes.
- Allow a student to use their device for learning during the school day providing they follow the responsible use guidelines within this document.
- Discipline a student by prohibiting a student from bringing a device to school, suspending the use of any device in class and their use of the school network. On the first occasion this will be for 2 weeks. Further infringements will require individual consideration by the school.
- In cases of serious breaches of the cybersafety document by a student the Principal maintains the right to permanently suspend a student from using any device and / or inform appropriate external agencies/authorities, including the NZ Police.

The Responsibilities of AIS students:

- With a signed agreement a student has the right to bring one FULLY CHARGED mobile, internet capable device to school everyday (NOT a mobile phone).
- Ensure their device is CLEARLY named.
- Lock the device in the safe storage area when not in use, at interval and at lunchtime.
- Remember their device is their responsibility and ensure they do not allow others to use it without them being present and giving specific permission.
- Adhere at all times to the responsible use policy.
- Use the device brought to school ONLY for the purposes of learning, as directed by the teachers. No Games etc are to be played through the school network UNLESS the teacher has given specific permission. Downloading from the internet should only be done at the request of the teacher.
- Ensure their device is fully charged for use at AIS – No facilities for charging will be available at school.
- Take the device home everyday.
- Inform my teacher if I need to change the device I am bringing to school.
- Accept that if I fail to follow these responsibilities I will lose the access to the school network.

Responsibilities of the parent/caregiver of an AIS student:

- Endeavouring to provide their child with a functioning device.
- Remaining aware of what the student is doing with their device.
- Ensuring the student understands the value of the device and respects it.
- Insuring the device – this may be available at time of purchase or through home contents – (see Security and Insurance below).
- Notifying the school of any suspected misuse of the device in school time or on the school network.
- Recording and storing the details – including the serial number of the device.

Security and Insurance:

- The device is the property of the family and as such it is up to you to take due care of it given its expense.
- The school will take no responsibility for loss or damage beyond a normal investigation into an incident involving student discipline.
- The school is NOT insured for your device so insurance is the responsibility of parents and students (see responsibility of parents/caregiver above).

## AIS CYBERSAFETY – BYOT CONTRACT

Please complete signatures below and return this to your child's teacher before ANY computer activity can take place. A copy will be returned to you for your records. This page is for use of school devices, access to the network and publication of images.

### **STUDENT:**

#### **Cybersafety – the use of the school devices and internet access**

- I have read this document carefully and understand the content.
- I understand the use of the school's internet and network is for educational purposes only.
- I understand the school has filtering devices but that if I access anything inappropriate I will inform a teacher immediately.
- I understand that I have to be responsible to keep myself and other users safe when using any device, the internet and/or the school network.

Student Name \_\_\_\_\_ Class \_\_\_\_\_

### **PARENT/CAREGIVER**

#### **Internet and network access**

As a parent/caregiver of this student I have read the contents of this document and discussed it with my child. I understand that internet and network access is designed for educational purposes and AIS take precautions to eliminate controversial material. However, I also recognise it is impossible for AIS to restrict access to all controversial materials and I will not hold the school or its staff responsible for any material acquired on the network. I further understand that access to this service may be denied if the agreement is breached and will fully support the school in any action it takes.

Parent/Caregiver Name \_\_\_\_\_

Signature \_\_\_\_\_

#### **Online Publication of student work and images**

I have read and understand the AIS procedure on the Internet Publication of student images and work and the guidelines contained in the procedure. I give permission for AIS to publish images of the student on the internet, as well as any work that they may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the student ceases to be enrolled in the school, whichever occurs first.

Parent/caregiver name \_\_\_\_\_

Signature \_\_\_\_\_

### **OR**

I **DO NOT** give consent for the above.

Parent/caregiver name \_\_\_\_\_

Signature \_\_\_\_\_

**\*\*\*\*\* (NB the section below only needs to be signed if a device is to be brought to school) \*\*\*\*\***

I will ensure I fulfil my responsibilities as outlined in this document to maintain the use of the network and BYOT privileges.

Student Name \_\_\_\_\_ Class \_\_\_\_\_

#### **Parent/Caregiver**

I agree to support my child and the school with each part of this Device Responsible Use and BYOT document

Parent/caregiver name \_\_\_\_\_

Signature \_\_\_\_\_

#### **Device Details (Please write CLEARLY)**

Make \_\_\_\_\_ Model \_\_\_\_\_

Serial Number \_\_\_\_\_