Te Kura o Tiori - Burnham School

Digital Safety & Use Agreement

www.burnham.school.nz

Last Updated April 2, 2012

Dear Parent/Caregiver,

Keeping children safe and helping them learn to stay safe when using the Internet and other technologies is a shared responsibility between school and home. We teach children to be safe as well as ethical and responsible users of Information and Communication Technology (ICT). We hope this document will also benefit you in the home.

School has security filters in place which monitor all material sent and received via the school network. In addition to this, no child is allowed to use the Internet without teacher permission and supervision. Staff actively teach students how to be safe, responsible and ethical users of the Internet and ICT.

To assist us to enhance learning for your child, we ask you read this document with your child(ren), then sign and return the attached agreement to your class teacher. The document includes information about student, staff and family responsibilities. There is further information on our web site, linked from the Info section.

Once the agreement form has been signed and returned to school, students will be able to continue to use school ICT equipment. This agreement will apply to your child for the entire duration they are at Burnham School. From time to time we will review and improve this document and we will notify you of these improvements via the school web site. If we make any changes we will ask for it to be signed again. Please contact us if you have any questions, or concerns about your child's safety in using the Internet and ICT equipment.

Sandra Keenan
Acting Principal

Our Responsibilities:

School has the responsibility to ensure that:

1. These guidelines are communicated to parents and children so that they are understood and followed.
2. Our programmes reflect the world our children live in and support them to be responsible, safe and ethical users.
3. Students are educated about safe and appropriate communication and usage.
4. Students and staff are aware of the nature of cyberbullying, its consequences and how to deal with it effectively.
5. All cases of cyberbullying are responded to and followed up on promptly.
6. There is supervision of technology use that is effective for monitoring.
7. There are adequate security measures in place following Ministry of Education guidelines.
8. Everyone upholds our school values of respect, responsibility, achievement and self-belief.

Students have a responsibility to ensure they:

1. Participate in positive ways when using any digital equipment and/or the Internet.
2. Use ICT equipment only with the permission of their teacher.
3. Uphold the privacy of students, staff and members of the school community.
4. Keep passwords private and only change these within the schools guidelines.
5. Only ever share appropriate information through digital media or the Internet.
6. Uphold our school values of respect, responsibility, achievement and self-belief.

The Family has the responsibility to:

1. Support the school to teach children to be safe, ethical and responsible users of digital tools and the Internet.
2. Have discussions with their child(ren) at home about how to keep safe online when at home, at other places (e.g. public library, friend's homes, etc.). We suggest you have a home agreement.
3. Support the school in teaching ethical, responsible behaviour in online environments.
4. Inform the school if they feel our guidelines have been compromised in any way.
5. Uphold our school values of respect, responsibility, achievement and self-belief.

These are the rules I must follow:

1. I can only use ICT at school once I have signed and returned this Agreement.
2. I will only use school ICT equipment and technologies as tools to support my learning.
3. The only time I can use the Internet or other online tools at school is when a teacher or adult is supervising me or I have permission from a staff member.
4. At school, if I am sending emails or other communication (e.g. blog, wiki, chat, comment or podcast), I must get my teachers approval first. If I am emailing people outside of school, I must copy my teacher into the email.

5. I am not allowed to try and look up or search for things on the Internet that I know are not for children. This could include material involving violence, swearing, rudeness, or things that may be against the law.
6. I must inform an adult immediately if I come across anything that might not be safe or appropriate.
7. I must not do anything that may hurt or offend anyone, even as a joke.
8. All my communication must be appropriate and relevant to my learning. My language must not be disrespectful, offensive, abusive, or inappropriate in any way. This includes any web sites I use outside of school time where I am recording information about my learning, other children, any staff, or the school.
9. I must follow these rules when I bring any equipment into the school (e.g. mobile phones, ipods, etc.). I must follow these rules when I am using any digital technology that belongs to the school.

I will respect and take care of equipment by:

1. Keeping all food and drink away from digital equipment.
2. Only using software that has been approved by the school.
3. Following software and copyright laws.
4. Using any passwords or logins provided by the school appropriately, following the guidelines (e.g. class blogs, Ako accounts, etc.).
5. Only printing with the permission of my teacher.

I will be considerate of other users by:

1. Keeping all my communication with appropriate and respectful.
2. Sharing the use of equipment.
3. Ensuring I do not experiment with or disrupt any computer, or the school network.
4. Immediately telling the nearest adult if I accidentally come across dangerous, mean, rude or confusing material. I will not show it or pass it on to any other students. I will then immediately quit any software programmes I am using.

I will be responsible and look after myself and others by:

1. Not giving anyone on the Internet information about myself or others – this includes addresses, photos, video, names, phone numbers or banking details.
2. Sharing my learning with my family, for example my class blog, or my Ako blog.
3. Keeping any school passwords private to my parents and teacher.
4. Not communicating to people outside the school without permission from my teacher.
5. Telling a teacher or adult if I come across any problem or if I am not feeling safe.

Use of student and parent email addresses, images, audio and video...

1. Burnham School will never share email addresses to outside parties without prior consent.
2. Burnham School publishes only children's first names on school websites.
3. On some printed publications (e.g. newsletters, sport results), we publish the first and last names of students and parents.
4. We also publish images and audio/video of student learning on the school website, class web sites, and in blogs and other communication tools.

It is the parents'/caregivers' responsibility to inform the office in writing if they wish to vary this

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