TIMARU BOYS' HIGH SCHOOL

Digital Acceptable Use Contract

Outside of school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless and instantaneous. In an effort to put students at the centre and empower them to take control of their own learning, Timaru Boys' High School will allow student to use personal digital learning devices in school for educational purposes. Students wishing to participate must read and sign this contract, promising to follow the responsibilities stated hereafter.

IF STUDENTS FAIL TO MEET THEIR RESPONSIBILITIES IN THIS CONTRACT, A LETTER WILL BE SENT HOME OUTLINING THE ISSUES AND WHAT THE POSSIBLE CONSEQUENCES WILL BE WHICH MAY INCLUDE A LOSS OF PRIVILEGES.

WHEN I USE ICT, BOTH AT SCHOOL AND AT HOME I HAVE RESPONSIBILITIES AND RULES TO FOLLOW. I AGREE TO:

- Be a safe and responsible user whenever and wherever I use that technology;
- Support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour;
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

WHEN AT SCHOOL I AGREE:

- To behave in a way outlined in this Acceptable Use Contract when online or using privately owned and mobile technologies.
- To keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- That the use of technology at Timaru Boys' High School is in support of educational research and learning. I know that I am expected to take sole responsibility for use of my accounts, passwords and privately owned devices and that my passwords must not be shared.
- To accept responsibility in regard to copyright protected material. Therefore, I will not bring or download unauthorised software, games, music, images, graphics, videos, text or other files unless authorised to do so by the copyright owner or the school.
- That plagiarism (presenting someone else's work as my own) is unacceptable. Therefore, I will list any downloaded material used in the preparation of assessments, assignments and other school tasks / projects, and that this shall be done in accordance with the accepted industry standards.
- To refrain from accessing any websites, images, computer files, newsgroups, chat groups or other electronic material from any sources that would be considered offensive in the judgement of the school.
- To use, as an 'online name' and avatar when sharing my work online to protect my privacy, the logon name assigned to me by the school.
- To think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- That I will be courteous and use appropriate language in communication over the internet. I will refrain from using obscene, harassing or abusive language and will report any such usage against me to a teacher or other member of staff. I will ensure that I do not use technology to bully, abuse, vilify, defame, harass, degrade, emotionally / verbally attack(also called "flaming") or discriminate against others.
- That I will not maliciously destroy or steal technology or ICT equipment from the school. Unacceptable or rough use of any equipment belonging to the school, myself or another student or staff will also not be tolerated. I understand that if I am involved with damage to equipment, that my parents and I will be held responsible for the costs of repairing or replacing the damaged property.
- Processing or accessing information on school property related to "hacking", altering or bypassing network security policies is in violation of the school's acceptable use policy.

- I understand that I am never permitted to use the School network for private storage for non-educational, non-approved files, including games, videos, music, etc.
- The use of an Electronic Communication Device (ECD) or recording device in changing rooms and restrooms is strictly prohibited. Posting or transmitting recorded material (images, video and/or sound) shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with the Acceptable Use Policy of the school.
- That problematic, excessive use of the Internet is becoming an increasingly worrying problem and that I endeavour to use it only when absolutely necessary for school work or requested by a teacher or other member of staff.
- To talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites that are not suitable
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened.

WHEN I USE ANY NETBOOK, TABLET, MOBILE PHONE, IPOD OR OTHER MOBILE DEVICE I AGREE:
- To use it as requested for learning purposes as directed by my teacher and only with the express permission of my teacher. To be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- To be entirely responsible for the security of the device at all times.
- That tablets, mp3 players (including iPods) and smartphones need to be on the silent setting at all times and will only be used for files and/or tasks that are related to school work.
- That no games are allowed during lessons or at other scheduled times such as assemblies or form times.

WHEN USING ANY MOBILE DEVICE AS A CAMERA I WILL:
- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to public websites

AUDITING
Under the Cyber Safety Agreement, members of the Staff of Timaru Boys' High School have the right to inspect a student's device for inappropriate content should there be any reason to suspect that the student has violated school policies, administrative procedures or school rules; also if the student has been involved in any form of misconduct while using their personal device. Children and parents will be asked to remove inappropriate content before a device can be used at school.
Whilst at school the device may only be used as directed or approved by a teacher. All students must comply with requests from members of staff to shut down, close the screen or otherwise cease using the device. All search options must be set at safe.

CARE AND SECURITY OF PERSONAL DEVICES
Mis-handling portable devices is the largest cause of problems. Most devices will come with care guidelines which we advise users to read. The following are conditions that we recommend.
- All devices should arrive at school each day fully charged and you need to bring a charger with you for use during the day if required. As stated before: this facility is limited and only available at the discretion of the classroom teacher.
- Portable devices should be protected by a username and password or secure pin. This should not be disclosed to other students.
- Always store the Portable Computers in the protective bag
- Avoid storing it at the bottom of your school bag – pressure from books can damage the screen and hinges
- Do not store anything additional to the Portable Computers within the Portable Computer's sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your Portable Computer within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the Portable Computer can cause permanent damage to the screen and other components)
- Never lift the Portable Computer by the screen. This will stress the hinge mechanism, which also carries the power supply to the screen.
- Never leave your Portable Computer in a car or in an exposed area where it can be stolen.
- Never leave your Portable Computer in unsupervised areas during the school day.

SECURITY OF DEVICES WHILE AT SCHOOL
The security of a student owned device is the responsibility of the student and for exclusive use by that student. We suggest that when going to the library the device is taken into the library. Where students are in physical education, your teacher will provide

guidelines for safety of equipment. If you have a lockable locker, this is the best location for your device while in PE. Should a student choose not to use the options made available by the school and its staff, the school holds no responsibility for any loss or damage which might occur.

SERVICE AND SUPPORT
We are unable to provide support for student owned devices from our ICT Helpdesk. However, as more devices become in use at Timaru Boys' High School we hope to be establishing a student support team to provide advice and some assistance.

Warranty and Insurance
Most machines come with a one year warranty although sometimes there are options to include a 3 year warranty. Warranties usually cover the hardware for the period of the warranty but only one year on the power adapter and battery. Damage to devices is not covered under warranty. All insurance (theft and damage) should be covered by the owner of the device. Owners should check with their insurance company as to the cover that they have under existing policies – there are variations between companies. Neither the school, nor its staff, will be held responsible for any damage or loss of personal equipment while at school or on a school related trip.

VIRUS PROTECTION
Virus protection is compulsory on ALL devices. Please ensure that the virus protection on portable devices is kept up to date and that all mobile devices have such a facility available and installed.

SAVING AND BACKUP
Students are responsible for their own backup of critical data at all times. This may be through a USB, SD card, external drive, or 'cloud'-based backup (Google Drive, Dropbox etc.) to regularly backup important work. Google Drive generally provides 30GB of storage but students may wish to set up alternative cloud storage accounts. Many may already have this available. Hotmail uses Skydrive and Dropbox is also popular.

PRINTING FROM PERSONAL DEVICES
Students that need to print should save to their cloud storage or USB drive and print from a networked computer. We are working towards making web printing available.

KEEPING SAFE ONLINE
Timaru Boys' High School believes open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety contact the school or visit http://www.netsafe.org.nz. Should students become involved in any illegal or inappropriate incidents, advice will be sought from appropriate external sources, such as the Police, NetSafe or a lawyer with specialist knowledge in this area. In the case of illegal activities, the matter may need to be reported to the relevant law enforcement agency.
This Policy also applies to students during school excursions, camps and extra-curricular activities.

PART B – THE SCHOOL'S SUPPORT FOR RESPONSIBLE AND ETHICAL USE OF TECHNOLOGY
Timaru Boys' High School uses the internet as a learning and teaching tool. We see the internet and mobile technology as valuable resources but acknowledge they must be used responsibly.
Your son has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.
At Timaru Boys' High School we:
● have a cybersafety and responsible use programme across the school. We reinforce the school Code of Conduct values and behaviours when using technology and the internet
● provide a filtered internet service
● provide supervision and direction in internet activities and when using mobile technologies for learning
● have a Digital Literacy program
● utilise mobile technologies for educational purpose, e.g. podcasts, photos from excursions
● work towards setting tasks that ask your son open questions, so they can't copy and paste answers from the internet
● provide support to parents to understand this agreement (e.g. language support)
● provide support to parents through information evenings and as a document attached to this agreement.

DIGITAL USE ADVICE FOR PARENTS/CAREGIVERS
Please keep this as a resource to use at home
At school the internet is used to support learning and teaching. At home, however, it is often used differently. Not only is it a learning resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your son to show you what he is doing online. The school is working towards enabling you to see your son's work online. Students are encouraged to use their: TBHS Gmail account, Google Drive and Google Classroom. These are all accessible from any device.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which are now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:
- make some time to sit with your son to find out how he is using the internet and who else is involved in any online activities
- ask your son to give you a tour of their 'space' if they are using a site that allows them to chat, publish photos, play games etc.
- always get your son to set the space to 'Private' if they use a social networking site like MySpace, Bebo, Facebook, etc. They are then in control of who contacts them and can access their information. They can block out anyone at anytime
- have the computer with internet access in a shared place in the house – not your son's bedroom
- negotiate appropriate times for your son's online activities and use of mobile phones
- ask questions when your son shows you what he is doing, e.g.:
    - How does it work and how do you set it up?
    - Can you block out people?
    - Who else is sharing this space or game?
    - Did you know them before or did you 'meet' them online?
    - What do you know about them?
    - Why is this so enjoyable? What makes it fun?
    - Can you see any risks or dangers in the activity?
    - What would you say to warn/inform a younger person who was going to start to use the space?
    - What are you doing to protect yourself or your friends from these potential dangers?
    - When would you inform an adult about an incident that has happened online that concerns you?
    - Discuss why your son might keep it to themselves.
- Many students say they will not tell an adult they are in trouble or ask for help because:
    - they might get the blame for any incident
    - they don't think adults 'get' their online stuff – it is for students only
    - they might put at risk their own access to technology by:
      - admitting to a mistake
      - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

SUPPORT INFORMATION FOR PARENTS ABOUT THE AGREEMENT

When I use technology, both at school and at home I have responsibilities and rules to follow

Timaru Boys' High School sees the education of safe and ethical digital citizens as essential in the lives of its students and as a partnership between home and school. 21st century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who 'do the right thing' by themselves and others online, particularly when 'no one is watching'.

Safe and ethical behaviour online is explicitly taught at our school, and it is anticipated these behaviours will be reinforced by parents/caregivers when students use the internet at home.

It is important to note that some online activities are illegal and as such will be reported to the police. This includes harassment of others, publishing inappropriate images, etc.

Behave in a way outlined in the school's Digital Citizenship Contract

The School's Digital Citizenship Contract is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at our school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images, and protecting password details

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Facebook, Bebo, Club Penguin, etc.

We recommend that they:
- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password with anyone
- don't allow anyone they don't know to join their chat or collaborative space, and use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) – once it is published they have lost control of it.

Being respectful online and not participating in online bullying or hurtful behaviour

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying, but unacceptable behaviours need to be addressed.

- Being online can make students feel that they are anonymous (however online interactions can be traced).
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it.
- Often the online environment has very few adults.
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how someone can participate and contribute to the hurt or bullying of another person.
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that these behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet, students can save time, money and the environment. Students often see the internet as 'free'. Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to the school or running them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses and these put all of the school's equipment and student work at risk. This also applies to wireless connection to the network.

Not go looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not fool proof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, the student's internet access will be reviewed which could result in their inability to learn properly.

Using the internet and mobile technology at school to learn

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering the content on the web is someone else's property and students need to get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. When accessing material from a website it is important to respect any copyright there may be on that material. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember, if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enables students to locate, evaluate and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your son uses his own thoughts and language to express what they have learned. If helping with homework, ask open-ended questions. 'Tell me about kiwis' might encourage your son to copy and paste facts and images etc. about the kiwi, but asking the question 'What would a day in the life of a kiwi be like?' encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc.

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety contact your school or visit http://www.netsafe.org.nz

What can you do?

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and/or your friends on your mobile phone and/or online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, date of birth, etc.
- In an online space/chat someone suggests you all exclude or block someone you know.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music to download.

(Adapted from Department of Education, Victoria, Australia)

Return this slip to the Student Support Office

I have read and agree to follow the Digital Acceptable Use Contract. I understand that my access to the internet and mobile technology at school may be withdrawn if I do not act responsibly.

Student Name: _____ Class: _____ Student Signature: _____

You are allowed to register **ONE** device to use at school.
You must include your MAC or Wi-Fi MAC address for the device below.

__ __:__ __:__ __:__ __:__ __:__ __

This may be under About Device in your settings. This will vary depending on your device and you may need to search online to find where the MAC address is. Check the school website for details.

Parent Permission

I agree to allow my son to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him as outlined in Part C.

I will contact the school if there is anything that I do not understand. If there is a situation that concerns me, I will contact either the school or Netsafe at www.netsafe.org.nz.

Parent/Caregiver Name: _____ Parent/Caregiver Signature: _____
Date: _____