



St Joseph's School

TE KURA O HATO HOHEPA PAPANUI

EMPOWERING STUDENTS TO BECOME CONFIDENT, MOTIVATED LEARNERS, LIVING GOSPEL VALUES.



RULES for keeping us Cyber Smart, Yr 5 – 8

As a safe and responsible user of digital devices, I will help keep myself and other people safe by following these rules:

1. I cannot use the digital devices (personally owned or owned by the school) until my parent(s) and I have completed and signed my use agreement and the form has been returned to school.
2. I can only use the digital devices for my schoolwork.
3. If I am unsure whether I am allowed to use a digital device, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name nor will I tell anyone my password if I am issued with one.
5. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
6. I understand that I must not, at any time, use digital devices to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
7. While at school, I will not attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - **Not show others**
 - **Get a teacher straight away**
9. I understand that I must not download or copy any files such as music, videos, free apps, etc without the permission of a teacher.
10. I must complete and return a BYOD (bring your own device) agreement before I bring any digital devices to school.
11. The school cyber smart rules apply to any digital devices brought to school. (Like a mobile phone.)
12. I will not publish any personal information online. **Personal information includes: Name, Address, Email address, Phone numbers ,Photos.**
13. I will respect the school's digital devices and will treat all devices with care.
14. I understand that if I break these rules, the school will inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

CYBER SMART USE AGREEMENT, Yr 5 - 8

Parent/caregiver, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement.
2. **Complete and sign the appropriate section.**
3. **Return the completed and signed page to the classroom teacher.**
4. **Keep this page for future reference.**

I understand that **St Joseph's School** will:

- Do its best to enhance learning through the SMART use of digital devices. This includes restricting access to inappropriate, illegal or harmful material on the Internet.
- Work progressively with children and their families to encourage and develop an understanding of the importance of being cyber smart, through education, designed to complement and support the use agreement. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cyber smart issues.

Parent / caregiver responsibilities include:

- I will read this cyber smart use agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's cyber smart approach by encouraging my child to follow the cyber smart rules, and to always ask the teacher if they are unsure about the use of the school's digital resources.
- I will contact the principal or classroom teacher to discuss any questions I might have about being cyber smart and/or this use agreement and I am welcome to do this at any time.

Please note:

This agreement will be revised regularly to make allowances for rapid changes in technology. Parents will be informed if there are any changes and will be asked to sign the use agreement again at the beginning of the year.