



## **CYBERSAFETY**

**Christchurch Girls' High School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition the Christchurch Girls' High School Board of Trustees has a responsibility to be a good employer.**

**These three responsibilities are increasingly being linked to the use of the Internet and Information Technologies (IT), and a number of related cybersafety issues. The Internet and IT equipment/devices/services bring great benefits to the teaching and learning programmes, and to the effective operation of the school.**

**The Board of Christchurch Girls' High School places a high priority on providing the school with Internet facilities and IT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.**

**The Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.**

**The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this Cybersafety Procedure.**

### **PROCEDURE:**

Christchurch Girls' High School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and IT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim not only to maintain a cybersafe school environment, but also to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

### **GUIDELINES:**

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget; the review of the school's annual and strategic plan; the deployment of staff, professional development and training; implications for the design and delivery of the curriculum; the need for relevant education about cybersafety for the school community; disciplinary responses appropriate to breaches of cybersafety; the availability of appropriate pastoral support, and potential employment issues.

Responsibility: Board of Trustees  
Date: June 2019  
Review: June 2022  
Policy: Cybersafety

To develop a cybersafe school environment, the board will delegate to the Principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the NetSafe® programme for schools, endorsed by the New Zealand Ministry of Education.

#### **Guidelines for Christchurch Girls' High School cybersafety practices:**

1. The school's cybersafety practices are to be based on information contained in the latest version of the NetSafe® Kit for Schools, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased IT equipment/devices/services in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased IT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Christchurch Girls' High School use agreements will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and IT equipment/devices/services, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the IT devices/equipment by staff, students and other approved users at Christchurch Girls' High School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and IT devices/equipment.
7. The Board of Trustees has the right to monitor, access and review all use. This includes personal emails sent and received on the school's computer/s and/or network facilities at all times.
8. The Board of Trustees has the right to audit at any time any material on equipment that is owned or leased by the school. The Board of Trustees may also request permission to audit privately owned IT equipment/devices/services used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
10. The safety of students is of paramount concern. Any apparent breach of cybersafety will be fully investigated. The E-Learning Co-ordinator is the designated student advocate for cyber safety issues.

Responsibility: Board of Trustees  
Date: June 2019  
Review: June 2022  
Policy: Cybersafety

**Important terms used in this document:**

- (a) The abbreviation **'IT'** in this document refers to the term 'Information and Communication Technologies.
- (b) **'Cybersafety'** refers to the safe and responsible use of the Internet and IT equipment/devices/services, including mobile phones
- (c) **'School IT'** refers to the school's computer network, Internet access facilities, computers, and other school IT equipment/devices/services as outlined in (d) below
- (d) The term **'IT equipment/devices/services'** used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other similar technologies as they come into use.

Additional information can be found on the website  
[http://www.netsafe.org.nz/kits/kits\\_default.aspx](http://www.netsafe.org.nz/kits/kits_default.aspx)

Responsibility: Board of Trustees  
Date: June 2019  
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# e-learning at Christchurch Girls' High School

## CYBERSAFETY USE AGREEMENT FOR ALL SCHOOL STAFF



**This document comprises this cover page and three sections:**

**Section A: Important Cybersafety Initiatives and Rules**

**Section B: Some Important Staff Obligations Regarding Student Cybersafety**

**Section C: Staff Cybersafety Use Agreement Form**

### **Instructions for staff**

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with the Principal before the document is signed. Additional background information on use agreements can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)
3. Detach Section C, sign and return it to the Deputy Principal.
4. It is important to retain the remaining pages for future reference.

#### ***Important terms used in this document:***

- (a) *The abbreviation 'IT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and IT equipment/devices/services, including mobile phones*
- (c) *'School IT' refers to the school's computer network, Internet access facilities, computers, and other school IT equipment/devices/services as outlined in (d) below*
- (d) *The term 'IT equipment/devices/services' used in this document, includes but is not limited to; computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, 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), software and other services and any other, similar, technologies as they come into use*
- (e) *'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.*

***Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)***

## SECTION A

# **IMPORTANT CHRISTCHURCH GIRLS' HIGH SCHOOL CYBERSAFETY INITIATIVES AND RULES**

The measures to ensure the cybersafety of Christchurch Girls' High School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school IT equipment/devices/services bring great benefits to the teaching and learning programmes at Christchurch Girls' High School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety 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.

### 1. Cybersafety use agreements

- 1.1 Anyone who makes use of the school's computer network, Internet access facilities, computers and other IT equipment/devices/services in the school environment will be issued with a use agreement.
- 1.2 Staff are required to read these pages carefully, and return the signed use agreement form in Section C to the Deputy Principal for filing.
- 1.3 The school's computer network, Internet access facilities, computers and other school IT equipment/devices/services are for educational purposes appropriate to the school environment. Staff may also use school IT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the IT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.
- 1.4 Any staff member who has a signed use agreement with the school and allows another person who does not have a signed use agreement to use the school IT, is responsible for that use.

2. The use of any privately-owned/leased IT equipment/devices/services on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased IT equipment/devices/services brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.

3. When using school IT, or privately-owned IT on the school site or at any school-related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by copying, storing, printing or showing to other people.

4. Users must not use any electronic communication (e.g. email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.

5. Staff are reminded to be aware of professional and ethical obligations when communicating via IT with students.

6. Users must not attempt to download, install or connect any software or hardware onto school IT equipment, or utilise such software/hardware, unless authorised by the IT Administrator.

7. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so.

8. All school IT equipment/devices/services should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the Executive Officer and IT Administrator.

9. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.

10. The users of school IT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.
11. Passwords must be kept confidential and not shared with anyone else.
12. Users should not allow any other person access to any equipment/device logged into the school network in under their own user account, unless with special permission from senior management.
13. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network or any IT device. The Ministry of Education guidelines ([www.tki.org.nz/r/governance/curriculum/copyguide\\_e.php](http://www.tki.org.nz/r/governance/curriculum/copyguide_e.php)) should be followed regarding issues of privacy, safety and copyright associated with student material which staff may wish to publish or post on the school website.
14. Any incident involving inappropriate material or activities of a serious nature, or suspected of being illegal, even if unintentionally accessed, must be reported to the Deputy Principal immediately.
15. Monitoring by the school
  - 15.1 The school may monitor traffic and material sent and received using the school's IT infrastructures.
  - 15.2 The school reserves the right to use filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
  - 15.3 Users must not attempt to circumvent filtering or monitoring.
16. Breaches of the agreement
  - 16.1 A breach of the use agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school IT in a manner that could be harmful to the safety of the school or call into question the user's suitability to be in a school environment.
  - 16.2 If there is a suspected breach of the use agreement involving privately-owned IT on the school site or at a school-related activity, the matter will be investigated by the Board of Trustees. The Board of Trustees may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
  - 16.3 Involvement with material which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 is serious, and in addition to any inquiry undertaken by the school, the applicable agency involved with investigating offences under the Act will be notified at the commencement, during or after the school's investigation.
17. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school IT equipment/devices/services, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidised by/through the school or provided /subsidised by the Ministry of Education.

Please note that conducting an audit does not give any representative of Christchurch Girls' High School the right to enter the home of school personnel, nor the right to seize or search any IT equipment/devices/services belonging to that person, except to the extent permitted by law.
18. Queries or concerns
  - 18.1 Staff should take any queries or concerns regarding technical matters to the IT Administrator.
  - 18.2 Queries or concerns regarding other cybersafety issues should be taken to the Deputy Principal.
  - 18.3 In the event of a serious incident which occurs when the Principal is not available, another member of the Senior Management Team should be informed immediately.

**SECTION B**  
***SOME IMPORTANT STAFF REQUIREMENTS REGARDING STUDENT  
CYBERSAFETY***

1. Staff have the professional responsibility to ensure the safety and well-being of children using the school's computer network, Internet access facilities, computers and other school IT equipment/ devices on the school site or at any school-related activity.
2. If staff are aware that a student has not signed a use agreement, the student will not be permitted to use school IT.
3. If staff are aware of any students who have not signed a use agreement their names should be reported to the Deputy Principal.
4. Staff should guide students in effective strategies for searching and using the Internet.
5. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. The Deputy Principal will advise about cybersafety protocols regarding Internet access by students in other situations.
6. Staff should support students in following the student use agreement. This includes:
  - a. endeavouring to check that all students in their care understand the requirements of the student agreement
  - b. regularly reminding students of the contents of the use agreement they have signed, and encouraging them to make positive use of IT.

## SECTION C

# **CHRISTCHURCH GIRLS' HIGH SCHOOL STAFF CYBERSAFETY USE AGREEMENT FORM**

Please complete, sign, and date this Staff Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. The key obligations and responsibilities are:

- All IT use must be appropriate to the school environment
- Passwords will be kept confidential
- The principles of confidentiality, privacy and copyright apply.

If you have any queries about the agreement, you are encouraged to discuss them with the Deputy Principal before you sign. Once signed, this form should be returned to the Deputy Principal for filing with staff records.

A copy of the signed form will be supplied to you.

**Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

Please tick one -

I believe that I have sufficient knowledge to supervise safely the use made by students in my care of the school's computer network, Internet access facilities, computers and other school IT equipment/devices/services.

I require additional training/professional development in order to supervise safely the use made by students in my care of the school's computer network, Internet access facilities, computers and other school IT equipment/devices.

### **Use agreement**

**I have read and am aware of the obligations and responsibilities outlined in this Staff Cybersafety Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the cybersafety of students, the school community and the school environment.**

**I also understand that breaches of this Staff Cybersafety Use Agreement will be investigated and could result in disciplinary action, and where required, referral to law enforcement.**

**Name:** .....

**Role in the school:** .....

**Signature:** .....

**Date:** .....

**This agreement once signed remains in place for the duration of your employment at Christchurch Girls' High School.**

# e-Learning at Christchurch Girls' High School

## STUDENT CYBERSAFETY USE AGREEMENT



**This document comprises this cover page and three sections:**

**Section A: Introduction**

**Section B: Cybersafety Rules for Students**

**Section C: Cybersafety Use Agreement Form**

### Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that page to the student's form teacher.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

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

#### ***Important terms used in this document:***

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- (e) *'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.*

**Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

## SECTION A INTRODUCTION

The measures to ensure the cybersafety of Christchurch Girls' High School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school IT equipment/devices/services bring great benefits to the teaching and learning programmes at Christchurch Girls' High School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain an e-Learning 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 be issued with a use agreement and once a signed consent form has been returned to school, students will be able to use the school IT equipment/devices/services.

The school's computer network, Internet access facilities, computers and other school IT equipment/devices/services are for educational purposes appropriate to the school environment. This applies whether the IT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. The school site includes Acland House and Bealey Crag.

## SECTION B RULES TO HELP KEEP CHRISTCHURCH GIRLS' HIGH SCHOOL STUDENTS CYBERSAFE

*As a safe and responsible user of IT I will help keep myself and other people safe by following these rules*

1. I cannot use school IT equipment until my parent and I have read and signed my use agreement form (see Section C) and returned it to school.
2. 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.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any IT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use IT 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.
6. I understand that the rules in this use agreement also apply to mobile phones/devices. I will only use my mobile phone(s) at the times that I am permitted to during the school day. In class mobile phone/devices use is at the discretion of the teacher. Out of class use is to be safe, sensible and appropriate use at all times.
7. 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 it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

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

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Not show others</li><li>2. Turn off the screen or minimise the window</li><li>3. Report the incident to a teacher immediately with details of the incident and the website(s) involved.</li></ol> |
|--|

9. I understand that I must not download any files such as music, videos, games or programmes. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

10. I understand that these rules apply to any privately owned IT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices/services must be appropriate to the school environment.<sup>11</sup> I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school IT without a teacher's permission. This includes all wireless technologies. The use of privately-owned ICT devices is only permitted when the 'BYOD Acceptable Use Agreement' has been signed and returned.

12. I will not publish or distribute any personal information (including photos) online about myself or any other person without the permission of any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

13. I will respect all ICT systems in use at school and treat all IT equipment/devices/services with care. This includes:

- Not intentionally disrupting the smooth running of any school IT 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 IT
- Reporting any breakages/damage to a staff member.

14. I understand that the school may monitor traffic and material sent and received using the school's IT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

15. I understand that the school may audit its computer network, Internet access facilities, computers and other school IT equipment/devices/services or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school will 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 will be necessary for the school to inform the police.

**SECTION C**  
**CHRISTCHURCH GIRLS' HIGH SCHOOL CYBERSAFETY USE AGREEMENT**  
**FORM**

**To the student and parent/legal guardian/caregiver, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to your Form Teacher**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

**We understand that Christchurch Girls' High School will:**

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school IT equipment/devices/services at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Welcome enquiries from students or parents about e-Learning issues.

**Section for student**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school's IT
- I will also follow the cybersafety rules whenever I use privately-owned IT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school IT. I know that if I have been involved in the damage, loss or theft of IT equipment/devices/services, my family may have responsibility for the cost of repairs or replacement
- I will be safe sensible and appropriate in my use of mobile phones/devices.
- I will use the internet safely and appropriately.
- I will not publish or distribute any personal information (including photos) online about myself or any other person without the permission of any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the Form Teacher if I am not sure about anything to do with this agreement

**I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.**

**Name of student:** ..... **Form class:** .....

**Signature:** ..... **Date:** .....

**Section for parent/legal guardian/caregiver**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully and discuss it with my daughter so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my daughter and by me, and returned to the school
- I will encourage my daughter to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.
- I understand that student photographs will, at times, be used in school publications both electronic (School website and "Onstream") and in hardcopy (School newsletter, and commercially produced brochures)

**I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my daughter's responsibilities.**

**Name of parent:** .....

**Signature:** ..... **Date:** .....

**Please note: This agreement for your daughter will remain in force as long as she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**