

# TECHNOLOGY USE AT KINGSWAY SCHOOL

## CYBER SECURITY AND TECHNOLOGY USAGE AGREEMENT FOR KINGSWAY SCHOOL STUDENTS

Updated 17/11/2023 – v2

**This document is comprised of this cover page and three sections:**

**Section A: Introduction**

**Section B: KingsWay School Cyber Security and Technology Usage Terms for All Students**

**Section C: KingsWay School Cyber Security and Technology Usage 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 your Class/Form Teacher - *If forms have not been returned, your user accounts and access keys will be disabled and will only be reinstated once a signed form has been returned.*
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement, please contact the I.T. department at KingsWay School.

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

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

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cyber Security' refers to the safe and secure use of the Internet and ICT equipment/devices, including personal devices that are used to connect to KingsWay School's ICT Infrastructure.*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, Netbooks, Tablets), all types of mobile devices (such as iPads, iPods Smart Phones, e-Readers), storage devices (such as USB and flash memory devices, CDs, DVDs, MP3 players), cameras (such as video, digital, webcams), gaming consoles, video and audio players/receivers (such as portable CD / DVD / MP3 players) 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.*

## SECTION A: INTRODUCTION

The measures to ensure the cyber-security of KingsWay School outlined in this document are based on our core values.

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

Our school has rigorous cyber security practices in place, which include technology usage agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a technology usage culture which is in keeping with the values of the school and legislative and professional obligations. This user agreement includes information about your obligations, responsibilities and the nature of consequences associated with cyber security breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices and wireless networks as authorised by the Networks Manager.

The school's computer and wireless networks, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or by the school and used on or off the school site.

## SECTION B: CYBER SECURITY AND TECHNOLOGY USAGE TERMS FOR STUDENTS

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

1. I cannot use school ICT equipment until my parent/caregiver, and I have read and signed my use agreement form (see Section C) and returned it to school.
2. **Your student user Account:**
  - I will only use logon credentials supplied by the ICT department.
  - I will not share my user logon credentials or my wireless access keys with anyone else outside of the IT department.
  - I will not use or attempt to use logon credentials or wireless access keys belonging to anyone else.
  - I will ensure the device I use will be password protected at all times.
  - I will use the browser and email software as recommended by the school to ensure my account and the school network environment stays secure (Chrome, Outlook)
3. **Acceptable Use:**
  - Unauthorised gaming is prohibited.
  - I must not at any time use the school's ICT equipment or personal devices to upset, offend, harass, bully, threaten or in any way harm anyone else in the school, even if it is meant as a joke.
  - I understand that the rules in this agreement also apply to any personal media/mobile device(s) which are connected to the school ICT network and wireless infrastructure or used on the school site during school hours.
  - I understand that I can only use the school ICT at school when a teacher gives permission and there is staff supervision.
  - I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
  - If I accidentally access inappropriate material, I will not show anyone but turn off the screen or minimise the window and report the incident to a teacher immediately.
  - I will not access, or attempt to access, any inappropriate, age restricted, or objectionable material.
  - I understand that I must not at any time use ICT 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. This includes forwarding messages and supporting and supporting others in a harmful, inappropriate or hurtful online behaviour.
  - Inappropriate use of private ICT equipment/devices and internet social networking sites (such as Facebook, Instagram and Snapchat) during out of school hours are not the school's responsibility. However, if the implications of such personal use / activity compromises or impacts on student and/or staff safety, wellbeing and work at school, then school management reserves the right to intervene with possible disciplinary actions.
4. **Copyright:**
  - I understand that I must not download any files such as music, videos, games, or programmes without the permission of a teacher. 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.
5. **Email:**
  - I understand that a school email account is provided for use as part of my studies, which can be used for sending files needed by me to and from school. This account is not to be used for personal or recreational use. I am permitted to access this account from home via the website <https://outlook.office365.com>
6. **Filtering:**
  - I will not make any attempt to bypass internet filtering. This includes, but not limited to browser extensions, VPNs, and mobile hotspots.
7. **Hacking:**
  - I will not make any attempt to hack or gain unauthorised access to any of the school's systems or bypass any security measures by any means.
  - I will not use or attempt to use logon credentials or wireless access keys belonging to anyone else.
  - I will make every attempt to ensure that my accounts and passwords are secure and regularly updated.
8. **Monitoring:**
  - I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
  - I understand that the school may use monitoring software to monitor my behaviour/usage on the school's ICT network. This includes the school's desktop computers, laptop computers and wireless devices.

- I understand that the school may use monitoring equipment to monitor my behaviour around the school's ICT network. This includes the use of cameras in classrooms.

#### **9. Audits:**

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

#### **10. School Devices:**

- I will not connect any device (such as a USB drive, camera, or phone) to, or attempt to run any software on any of the school's computers without permission.
- I will NOT attempt to repair any ICT equipment.
- I will Report any breakages / damage to a staff member or IT department.
- I will ensure my workspace is left tidy at the end of the period.
- Any school equipment borrowed from the IT dept will be returned on the same day before school ends.
- I may be required to replace or purchase damaged or lost equipment I have loaned from the school IT department

#### **11. Bring Your Own Devices (BYOD):**

- I understand that the electronic devices I use will have adequate antivirus protection and the virus definitions will be kept up to date.
- I will not connect a known infected device such as a laptop or netbook to the school's ICT network.
- I am responsible for all personally owned devices which are brought into the school. It is not the school's responsibility to protect my property from loss / damage.
- I will only use my personal media/mobile device(s) at the times that I am permitted to during school hours.
- I will not use my mobile device while at school or create wireless hotspots to bypass internet filtering.
- I understand that personal storage/mobile devices may be confiscated if any terms of this agreement have been breached or suspected of being breached. Confiscated storage and mobile devices may be handed over to the police if the offence warrants such action as determined by the IT Department, School Deans, Senior Management or Board of Trustees.
- I understand that this agreement applies to any privately owned ICT equipment/device (such as a laptop, netbook, Apple device, mobile phone, portable hard drive, Flash drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

#### **12. Printing:**

- I understand that printing at KingsWay School is conducted on a cost recovery basis. The cost of printing is: A4 Black 5 cents; A4 Colour 8 cents.

#### **13. My Responsibilities:**

- I understand that it is my responsibility to keep myself familiarised with updates to this agreement which can be downloaded from the school's Intranet (<http://intranet.kingsway.school.nz>) or requested from the IT Department.

#### **14. Consequences:**

- I understand that by breaching the agreement, my account may be disabled, I will be required to see the Dean who is initially responsible for the disciplinary process.
- I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may 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 may be necessary for the school to inform the police.

## SECTION C

# KINGSWAY SCHOOL TECHNOLOGY USE AGREEMENT FORM

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

1. **Read Section B and C 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 Class/Form Teacher by no later than Friday, 14th September.**  
*If forms have not been returned by this date, your user accounts and access keys will be disabled and will only be reinstated once a signed form has been returned.*
4. **Keep the document for future reference,** as well as the copy of this signed page which the school will provide.

**We understand that KingsWay School will:**

- Do its best to keep the school cybersafe, by maintaining an effective cyber security programme. This includes working to restrict access to inappropriate, harmful, or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities and enforcing the cyber security 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.
- Provide members of the school community with cyber security education designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents about cyber security issues.

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### Section for student

**My responsibilities include:**

- I will read this cyber security and technology usage agreement carefully.
- I will follow the cyber-safety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately-owned ICT 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 the School's ICT equipment. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep myself familiar with KingsWay School's Cyber security and technology usage agreement.
- I will ask the Director of IT 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 cyber security and technology use agreement. I know that if I breach this user agreement there may be serious consequences.**

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

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

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### Section for parent/legal guardian/caregiver

**My responsibilities include:**

- I will read this cyber security and technology use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafety environment.
- I will ensure this user agreement is signed by my child and by me and returned to the school.
- I will encourage my child to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this user agreement I would like to discuss.
- I will reimburse the school for any damages caused by the student in this agreement, including collection costs.

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

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

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

**Please note: This agreement for your child will remain in force for the duration of their enrolment at this school.**