

## Introduction

The measures to ensure the cybersafety of BDSC outlined in this document are based on our core values.

The College's computer network, Internet access facilities, computers and other College ICT<sup>i</sup> equipment/devices<sup>ii</sup> bring great benefits to the teaching and learning programmes at BDSC, and to the effective operation of the College.

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

The overall goal of the College in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the College's, 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 College environment.

All students will sign a use agreement as part of the enrolment application. This agreement will remain in force as long as the student is enrolled at BDSC. If it becomes necessary to add/amend any information or rule, parents will be advised by the College.

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

## Rules to Help Keep Botany Downs Secondary College Students CyberSafe

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 College ICT equipment until my parent/caregiver and I have read and signed the use agreement form and returned it to College.
2. I will be given 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 College or a College-related activity, I will not have any involvement with any ICT 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 ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones and other storage devices. I will only use my mobile phone(s) at the times that I am permitted to during the college day.
7. I understand that I can only use the Internet at College when a teacher gives permission or during allocated times.
8. While at school, I will not:
  - Access, or attempt to access, inappropriate<sup>iii</sup>, 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 College.
9. If I accidentally access inappropriate material, I will:
  - Not show others
  - Turn off the screen or minimise the window and
  - Report the incident to a teacher immediately.

10. 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 College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
  11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to College or a College-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.
  12. 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 but is not limited to: name, address, email address, phone numbers, and photos.
  13. I will respect all ICT systems in use at College and treat all ICT equipment/devices with care. This includes:
    - Not intentionally disrupting the smooth running of any College ICT systems
    - Not attempting to hack or gain unauthorised access to any system
    - Following all College cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
    - Reporting any breakages/damage to a staff member.
  14. I understand that the College monitors traffic and material sent and received using the school's ICT network. The College uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
  15. I understand that the College may audit its computer network, Internet access facilities, computers and other College 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.
  16. I understand that if I break these rules, the College 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.
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**Students and parents/guardians undertake by signing the Enrolment Application in Section O and P to adhere to the above CyberSafety Agreement.**

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<sup>i</sup> ICT (Information and Communication Technologies) is an umbrella term for a variety of technologies, including but not limited to software and hardware (primarily those regarded as digital, but also incorporating analogue devices such as television and video players/ recorders). More specifically hardware relates to devices which can be involved in creating, viewing, editing, storing, or broadcasting any kind of data, and any other, similar, technologies as they may come into use. Software includes any data or compiled program including application software, programming software, system software, firmware etc. This also includes the Internet, all on-line services such as E-mail, FTP servers, teleconferencing and any data transfers sent through the BDSC intranet.

<sup>ii</sup> ICT equipment includes BDSC's computer network, internal Internet facilities, computers, and other school ICT equipment (as outlined above) whether it be owned in full or in part by the school or leased from a third party, as well as privately owned/leased ICT that are brought onto the College site or to any school related activity, whether for educational purposes or not.

<sup>iii</sup> "Inappropriate" is defined as: use, material or content that is not appropriate within the College environment, and, is not in keeping with the professional code of ethics for teachers registered to practice in New Zealand, especially those relating to promoting the wellbeing of learners and modelling positive values which are widely accepted in society. This includes all material that is deemed to be, "objectionable" and, "age restricted" as set out in Section 3 of the Films, Videos, and Publications Classification Act 1993 and its Amendment in 2005. Objectionable material is defined by the Films, Videos and Publications Classification Act 1993 and 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 college environment.