

Macleans College Responsible Use Policy



Section A: Cybersafety Rules for Students

Section B: Rules for Use of Personal IT Device

Section C: Responsible Use Agreement Form.

Instructions

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign as part of the enrolment procedure or can sign section C and return that page to the school office.
3. The Responsible Use Agreement can be viewed on the Macleans College website.
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.**

SECTION A

INTRODUCTION

Macleans College Network Services provide a wide range of computer and information technology. Staff and students are encouraged to use IT resources in order to achieve a high standard of social learning and academic performance.

To maintain a high standard of network wide IT services the following rules apply to everybody using the computers and the network services. These rules are designed to provide reliable access for everyone to the IT environment and 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.

Please understand that a violation against the following rules may result in cessation of access to the Macleans College Network Services and will be followed up with disciplinary measures.

Once a signed consent has been received by the school, all students will be able to use the school ICT equipment and their own personal device.

RULES TO HELP KEEP MACLEANS 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 will log on only with my user name. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-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).
4. 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.

5. I understand that as a year 9 to 12 student when I use the Internet at school I must be able to demonstrate that the use is for school work or school related activities.
6. I understand that as a year 13 student I can use the Internet for independent research on any topic that is part of my academic studies and provided that this makes allowance for the restrictions in this RUP.
7. I understand that I can only use the Internet at school in a seated, supervised classroom area.
8. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, USB 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.
9. I understand that I will only use such a personal device at the times that I am permitted to during the school day.
10. I will connect a personal device with no other method than the Macleans Guest wireless network.
11. No mail service, social networking or message service other than the school provided mail service is to be used at school. 'Other' includes such things as Gmail, Snapchat, Facebook, SMS messaging, audio and video messaging and equivalent applications.
12. Rules of use for school mail apply regardless of whether the mail is being used at home or at school.
13. Special allowances regarding mail may be made for new International students (information to be given by the Home Stay staff)
14. 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
 - Use peer-to-peer file sharing networks
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - Use the network for commercial purposes, including the purchase of items through the Internet.

'Objectionable', in this context, 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.

15. If I accidentally access inappropriate material I will:
 - Not show others
 - Turn off the screen or minimise the window
 - Report the incident to a teacher immediately
17. I understand that I must not download any files such as music and videos unless I am sure that this complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
18. I will not give out any personal information (including photos) online about myself or any other person unless authorised by the school. Personal information includes name, address, email address, phone numbers, and photos.
19. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT 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 ICT
 - Reporting any breakages/damage to a staff member.
20. I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and monitoring software to restrict access to certain sites and data, including email.

21. 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.
22. 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 B

Rules for Use of a Personal IT Device (BYOD)

Students may bring a laptop or tablet to school under the following conditions:

1. The student and parent or care-giver has signed the Responsible Use Agreement.
2. The student will use the device in lessons only when and how directed by the teacher. Outside of class time, during school hours, the device will only be used in a supervised designated area – not unsupervised and not on the fields or outside areas
3. The student will connect to the Internet with no other method than the Macleans Guest Network
4. The student will be required to read and abide by the RUP, Responsible Use Policy. The student will be given instructions about where to find the RUP (<http://www.macleans.school.nz/network.htm>)
5. A student who has been granted permission will have this registered as a BYOD pass on the school data base.
6. A student using a device whether on school property or to and from school must abide by the RUP
7. Failure to abide by the RUP may, at the discretion of Senior Management, result in removal from the register. This process will start with House Leader intervention.
8. School Network department will not be responsible for ensuring that the device is able to connect to the wireless network, this is the student's responsibility. Nor will the Network department be responsible for other device problems, for maintenance or repairs.
9. The security of the device is the student's responsibility. Macleans College is not liable for loss, damage or theft. The device should be kept with the student. A bag containing a device can be left within the video surveillance areas.
10. A student may use one of the lockers in designated areas to store the device when it needs to be left unattended.
11. Lockers are for temporary storage of electronic devices only and are not to be used overnight.
12. Only padlocks supplied by the college can be used on the lockers.
13. The number of the padlock will be kept in school records.
14. Student will pay \$10 for the padlock when registered and will have the \$10 refunded on return of the padlock and 2 keys.
15. If the student loses a key and/or we need to cut off the padlock to gain entry, the replacement padlock costs additional \$10.
16. There is no refund for lost padlock.

SECTION C

MACLEANS COLLEGE RESPONSIBLE 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 the school office**
4. **Keep the document for future reference.**

We understand that Macleans College 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 ICT equipment/devices 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
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

Section for student

My responsibilities include:

- I will read this responsible use agreement carefully
- I will follow the cybersafety and use of personal IT device rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety and use of personal IT device 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 school ICT. 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 this document somewhere safe so I can refer to it in the future
- I will ask the [relevant staff member] 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 responsible 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 cybersafe environment
- I will ensure this responsible use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety and use of personal IT device rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this cybersafety 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 as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.