

# BREMEN CITY SCHOOLS

## Cybersafety Acceptable Use Agreement

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

*Section A: Introduction*

*Section B: Cybersafety Rules for Secondary Students*

*Section C: Cybersafety Use Agreement Form.*

### **Instructions**

- Students and parents/caregivers/legal guardians please read and discuss all sections carefully.
- Parents and students sign section C and return that page to the school office.
- Please keep sections A and B for future reference.
- If you have any questions about this agreement please contact the school.

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

- *The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.*
- *‘Cybersafety’ refers to the safe use of the Internet and technology equipment/devices, including mobile phones*
- *‘School technology’ refers to the school’s computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below*
- *The term ‘technology equipment/devices’ 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), and any other, similar, technologies as they come into use*
- *‘Objectionable’ in this agreement means material that is inappropriate, age restricted or otherwise ‘harmful to minors’ as is defined by section 1703(b)(1) and (2) of the Childrens Internet Protection Act of 2000 or as defined by the Protecting Children in the 21<sup>st</sup> Century Act.*

## **SECTION A**

### **Introduction**

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

The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at Bremen City Schools, 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.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school technology equipment/devices.

The school's computer network, Internet access facilities, computers and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned by the student or owned or leased either partially or wholly by the school, if it is being used at or on any school property such as school grounds or school buses, or at school related activities.

## **SECTION B**

### **Rules to help keep Bremen City Schools Students Cybersafe**

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

1. I cannot use school technology 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 technology 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 technology 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.
7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
8. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material.
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
  - a. Not show others

- b. Turn off the screen or minimize the window and
  - c. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programs without the permission of an authorized school administrator. This makes sure the school complies with Copyright laws. 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 technology 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 must be appropriate to the school environment.
  12. I will not use a privately owned device at school until I have completed and submitted a privately owned device request form and then only at the times that I am permitted by authorized school administrators.
  13. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school technology without an authorized school administrator's permission. This includes all wireless technologies.
  14. 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.
  15. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes
    - a. Not intentionally disrupting the smooth running of any school technology system.
    - b. Not attempting to hack or gain unauthorized access to any system
    - c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
    - d. Reporting any breakages/damage to a staff member.
  16. I understand that the school monitors traffic and material sent and received using the school's technology network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
  17. I understand that the school may audit its computer network, Internet access facilities, computers and other school technology 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.
  18. 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 reimbursement for repair costs may be requested from my family. If illegal material or activities are involved, it may be necessary for the school to inform the police.

**SECTION C**  
**Bremen City Schools Cybersafety Use Agreement Form**

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

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

We understand that Bremen City Schools will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety program. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school technology 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 inquiries from students or parents about cybersafety 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 technology
- I will also follow the cybersafety rules whenever I use privately-owned technology 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 technology. I know that if I have been involved in the damage, loss or theft of technology 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 school principal 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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

My responsibilities include:

- I will read this cybersafety 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 use 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 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 during the current school year. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.