

CYBERSAFETY AT JONES COUNTY HIGH SCHOOLS

CYBERSAFETY USE AGREEMENT FOR HIGH SCHOOL STUDENTS



This document is comprised of this cover page and four sections:

Section A: Introduction

Section B: Cybersafety Rules for High School Students

Section C: Cybersafety Agreement for High School Students.

Section D: Non-Use Agreement

Instructions for parents*/caregivers/legal guardians

1. Please read all sections carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss these cybersafety rules with your child.
3. If you **do not** agree with this agreement and choose not to allow your child to use JCSS technology, please sign the Non-Use Agreement Form (see Section D) and return that page to the school office.
4. Please keep sections A, B, and C for future reference.

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

Important terms used in this document:

- (a) **'Cybersafety'** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) **'School technology'** refers to the school's computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below
- (c) 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
- (d) **'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 cybersafety of JCSS High 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 the JCSS High Schools, and to the effective operation of the school.

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.

Students are provided instruction in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. School staff members receive Georgia Cybersafety Initiative (GaCSI) School Staff Training. This training is designed to provide the knowledge and skills necessary to create awareness and provide education about digital citizenship to K-12 students. Records are maintained to verify participation of student and staff trainings.

All students will be issued with this document. If a non-use agreement (see Section D) *is not* returned to the school, students will be allowed 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 or leased either partially or wholly by the school, and used on or off the school site.

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

The school may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit.

SECTION B

CYBERSAFETY RULES FOR HIGH SCHOOL STUDENTS

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(s) and I have received and read this cybersafety agreement.
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, bully, 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.
8. 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.
9. If I accidentally access inappropriate material, I will:

<ol style="list-style-type: none">1. Not show others2. Turn off the screen or minimize the window and3. Report the incident to a teacher immediately
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10. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. 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 connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school technology without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
14. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school technology systems
 - Not attempting to hack or gain unauthorized access to any system
 - Following these school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
 - Reporting any breakages/damage to a staff member.
15. I understand that the school may monitor traffic and material sent and received using the school's technology network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. 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.
17. 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
JCSS HIGH SCHOOLS CYBERSAFETY AGREEMENT

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. **Keep the document for future reference**

We understand that JCSS High Schools will:

- Do their 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 agreement
- Keep a copy of this agreement 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.

Student responsibilities include:

- I will read this cybersafety agreement carefully
- I will follow these cybersafety rules and instructions whenever I use the school’s technology
- I will also follow these 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 [relevant staff member] if I am not sure about anything to do with this agreement.

Parent 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 encourage my child to follow these cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

SECTION D
NON-USE AGREEMENT

Please detach and return this section to school if you **do not** agree with this agreement and choose **not to allow** your child to use JCSS technology.

I have read this cybersafety use agreement and I am aware of the school’s initiatives to maintain a cybersafe learning environment. However, I do not wish for my child to be able to use technology.

Name of student: **Student’s signature:**

Name of parent/caregiver/legal guardian:

Parent’s 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.