



St Mary's College, Ponsonby
11 New Street, Ponsonby, Auckland 1011

USE OF DEVICES, INTERNET, and LOAN DEVICE AGREEMENT - ST MARY'S COLLEGE

As BYOD (Bring Your Own Device) is a frequently used tool at St Mary's College, it is vitally important that we address the safety issues which are involved. Currently, devices that provide internet access are prevalent throughout the school in the form of cell phones, tablets, laptops, and desktop computers. In the last few years, these devices have grown in number which has prompted the production of a Anti-bullying/Cyber Safety Procedure as part of the BOT Child Protection Policy.

The Rationale for the Cyber Safety Procedures States:

St Mary's College seeks and affirms each person's worth, dignity and vocation. Bullying/Cyberbullying (including harassment) strikes at the basis of these. The college is committed to ensuring that all staff and students are able to work and learn in an environment free from bullying/cyberbullying or the consequences thereof. At this point we need to now remind ourselves of the core Mercy values which underpin our standing as a Catholic College for girls in the Mercy tradition. The values are Faith, Respect, Excellence, Justice and Service.

From these values comes our vision as we believe that:

Students are at the centre of the learning process

High quality learning requires high quality teaching

All students should have the opportunity to achieve excellence

A wide range of learning opportunities should be provided which will enhance student connection, involvement, learning and achievement (See St Mary's College Charter 2019)

BYOD is well aligned and sits beside our vision for St Mary's College. It is important that the school provides a safe physical and emotional environment. All students' sign an Internet Agreement acknowledging that their use of the internet is for school purposes only. With BYOD and in keeping in line with the schools Anti-Bullying Cyber Safety Policy, the student agreement refers in particular to the use of the device that is being used for learning.

St Mary's College Computing and Cyber Safety Rules:

As a responsible and safe user of the school network and my own ICT (Information Technology) equipment I will keep myself and other people safe by following these rules:

- I cannot use school ICT equipment until my parent/s and I have read and signed my use agreement form and returned it to school
- I will use the school approved group chats on TEAMS to communicate with the students in my form class
- If I have my own username, I will log on only with that username. I will not allow anyone else to use my username
- I will not tell anyone my password
- While at school or on 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, harassing) This included no posting photos of student on social media while engaging in school activities
- While at school, I will not access or attempt to access, inappropriate, age restricted or objectionable material
- I will not make any attempts to bypass security, monitoring and filtering that is in place at the school

- 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
- I will use ICT in a way that is keeping with the values and standards that is expected at a Mercy school
- I understand that these rules also apply to my mobile phone or any other device that connects to the internet
- When at home I will use social media responsibly and will not post any material that causes exclusion, or hurt to anyone at school

We understand that St Mary's will:

- Do its best to keep the school cyber safe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or school ICT equipment and devices
- Keep a copy of the signed student agreement on file
- Respond quickly and appropriately to any breaches of this agreement
- Provide members of the school community and students with cyber safety education designed to complement and support the agreement initiative
- Welcome enquiries from students and parents about cyber safety issues
- Breaches will be referred to school disciplinary processes

STUDENT:

As a student of St Mary's I accept my responsibilities include:

- Reading the cyber safety agreement carefully
- Following the internet and cyber safety rules of the school whenever I access the school's internet. (See St Mary's College Computing and Cyber safety rules above)
- I understand that this includes any privately owned device on the school site or at any school related activity
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety, and security of the school or other members of the school community
- I will take care of the school ICT devices and/or my own and any damage to school ICT may result in my family having responsibility for the cost of repairs. I also understand that damage to my own device is my and my family's responsibility
- I will keep a copy of this agreement 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

And should I need to borrow a School Loan Device, I accept my responsibilities include:

- Collect the device from the school library in the morning and return it at the end of the school day. The device is not to be taken home
- If the device is taken off site and as a result there is loss or damage the liability will be the responsibility of the student
- Keep the device locked in a locked locker during break times
- Be responsible for the laptop and take care of the device when using it for the day
- Use the bag provided to carry the device from lesson to lesson
- Report any damage or loss of the laptop immediately

I have read and understood my responsibilities and agree to abide by this cyber safety use agreement. I know that if I breach this agreement there may be serious consequences.

Student Name:

Student Signature: **Date:**

PARENT/CAREGIVER

I accept my responsibilities include the following:

- I have read this agreement and discussed it with my daughter so we both have a clear understanding of our role in the school’s work to maintain a cyber-safe environment
- I will ensure that this agreement is signed by my child and by me, and returned to the school
- I will encourage my daughter to follow the cyber safety rules and instructions
- I will contact the school if there is any aspect of this agreement that I would like to discuss
- I have read this Cyber Safety Agreement Document and am aware of the school’s initiatives to maintain a cyber-safe environment, including my daughter’s responsibilities
- I will take responsibility to supervise my daughter’s social media use in relation to the school’s requirements as given above

And should my daughter need to borrow a School Loan Device, I accept the responsibilities include:

- Collect the device from the school library in the morning and return it at the end of the school day. The device is not to be taken home
- If the device is taken off site and as a result there is loss or damage the liability will be the responsibility of the student
- Keep the device locked in a locked locker during break times
- Be responsible for the laptop and take care of the device when using it for the day
- Use the bag provided to carry the device from lesson to lesson
- Report any damage or loss of the laptop immediately

Parent/Caregiver Name:

Signature: **Date:**

This agreement will remain in force for the length of the time that your daughter is enrolled at St Mary’s. If it becomes necessary to add or amend any information or rule, parents will be advised int writing.