



TAHI TATOUPU – TOGETHER WE GROW

STRATHMORE COMMUNITY SCHOOL
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Procedure for Cybersafety and Student use of the Internet And Publication

All agreements are to be kept on the file in the work room (office beside ICT suite) in a folder in alphabetical order. One folder contains student agreements. One folder contains Parental consent forms.

1. Parental Consent (Publication of image and work)

Children are to be given a **parental consent form** when **new entrants** and their parent/legal guardian must sign and return this form (This is the form that only the parent signs that allows the child's image to be published and work to be published on our website).

2. Cybersafety Agreement

In year 3 the students are introduced to the **student cybersafety agreement** (this is the form that states the rules they must follow if they are to access the school computers). This form is read and explained by the class teacher during the first ICT lesson for the year. Each student is to sign a form and return it to their teacher (it does not have to be sent home to be signed).

The conditions in the cybersafety agreement will be revisited at the beginning of each year by all middle syndicate and senior syndicate classes (A new form does not have to be signed by the children each year).

3. New Students

When a **new student** enters the school they will be given the relevant form/s on enrolment (parental consent for year 1 and 2 and both forms for years 3, 4, 5 and 6). Forms should be signed as soon as possible and filed in work room. Office staff must inform ICT unit holder if there has been a problem obtaining parental consent form or cybersafety form from the student. ICT holder is to follow up.

4. No Parental Consent

If a student does not have parental consent to have their image or work published then their picture will be taken and stored on "teacher share". Their name and relevant details will also be stored there.

Publication of Students' images on school website

To ensure the safety and wellbeing of our students we have developed a policy for the "online Publication of Student Images and Work". A copy of this is available at the school office for parents who wish to read the entire policy. The main points of the policy are:

- The school will only publish student material on its own website or New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website, Te Kete Ipurangi.
- Students will only be identified on the website by their first name and/or year at school. Other personal information will not be recorded

I (name of parent/legal guardian) have read and understand Strathmore Community School's policy on the Internet publication of student images and student work and the guidelines contained in the policy.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies, it is the responsibility of my child to have no involvement in such material or activities. I also understand the Agreement applies to communication technologies my child brings into the school environment.

Your signature indicates your agreement to each paragraph. Please advise the school in writing if you do not agree to any of the conditions below.

1. As the parent/legal guardian of (full name of student ("the student")), I authorise Strathmore Community School to **publish images of the student on the Internet**. I agree that this consent shall continue until I withdraw my consent by written notice to the school or until the Student ceases to be enrolled in the School, whichever happens first.
2. As the parent/legal guardian I authorise Strathmore Community School to **publish images of the Student in newspapers/newsletters**. I agree that this consent shall continue until I withdraw my consent by written notice to the school or until the Student ceases to be enrolled in the School, whichever happens first.
3. As the parent/legal guardian I know that Strathmore Community School has a School Cybersafety Policy and I give permission for the Student to be given **access at school to computers, the internet and other communication technologies**. I agree that this consent shall continue until I withdraw my consent by written notice to the school or until the Student ceases to be enrolled in the School, whichever happens first.
4. As the parent/legal guardian I authorise Strathmore Community School to **publish the Student's work on the internet**. I agree that this consent shall continue until I withdraw my consent by written notice to the school or until the Student ceases to be enrolled in the School, whichever happens first.
5. As the parent/legal guardian I authorise Strathmore Community School to **publish the Student's work in newspapers/newsletters**. I agree that this consent shall continue until I withdraw my consent by written notice to the school or until the Student ceases to be enrolled in the School, whichever happens first

Parent/Legal Guardian signature:

Cybersafety Student Use Agreement

These are the important rules I must follow:

1. I cannot use the Internet at School without signing and handing in this Use Agreement.
2. It is important to keep safe while using the Internet and email. The only time I can use the Internet and email at school is when a teacher is supervising me.
3. I will not download anything from the internet unless I have the permission of the teacher.
4. I am not allowed to try and look up things on the internet which I know are not for children. Some of it is against the law. (If I do not understand I will ask my teacher).
5. I must be sensible when using the Internet and other communication technologies. I know that I must not do anything that would hurt me or someone else, even as a joke.
6. I will not copy any software or knowingly misuse other's property.
7. If I accidentally come across dangerous or mean material I will immediately tell the teacher, without showing any other students.
8. I will not give anyone on the Internet personal information about myself or others – this includes addresses and phone numbers.

I understand that if I break this agreement in any way I may lose the right to use the Internet and computers at school. As well, the School may tell my parent/caregiver and may also take disciplinary action against me.

Student Name:

Student Signature:

Parents Name:

Parents Signature:

Date: