



## Cybersafety Rules for Students

As part of enrolment, you and your parent/caregiver must sign that you have read the following rules and accept the conditions for using ICT, as well as the consequences for misuse. These rules apply to:

- all school-related activities both in Selwyn College and away
- any privately owned devices brought to Selwyn College or to a school-related activity. This includes any *laptop, desktop, tablet, mobile phone, camera, locating device, recording device, or portable storage (e.g. USB or flash memory)*. Please ask if you are unsure.

Once you have signed that you agree to these rule on the enrolment form a personal account will be created for you providing access to school facilities: computers, the network (including email and storage space), Spider (our portal) and the printing facilities. Violation of this agreement may result in the withdrawal of access to any or all of these facilities.

As a member of the Selwyn College Community you agree to the Selwyn Way which states

### **Y** our electronic gear – use it appropriately

- 1 Using the Internet** - access is allowed with the permission and supervision of a staff member. This applies to all internet use including access on your own device while at school or on school related activities.
- 2 Use of School Equipment** – any equipment may be used for the purpose it was lent. It may not be used by anyone else.
- 3 Mobile Phones and other Devices** – will be used in class with the express permission of the teacher for a learning activity. Devices must not be used for inappropriate activities such as:
  - upsetting or harassing students, staff or anyone else, even as a joke.
- 4 Care and Use of ICT** - **you must not damage or steal any equipment or try to damage the network.** You and your family may be responsible for the cost of repair or replacement of any deliberately damaged equipment.
- 5 Passwords** - You must keep your passwords confidential and never share them with anyone else.
- 6 Permissions** - You need permission from staff to contribute material to the school website or websites used for school related activities.

*You must not have involvement with any unofficial website that falsely claims to represent the school*
- 7 Consideration of Others** - **You must be considerate of others by:**
  - sharing equipment with others and not monopolising it;
  - not wasting resources like bandwidth through unnecessary internet access, uploads or downloads;
  - not intentionally disrupting the smooth running of any school computer or network;
  - not getting involved in any use of ICT that may be offensive to others including any form of “messaging”, or the creation or display of inappropriate graphics, audio or video files;
  - getting permission from anyone you want to photograph, video or record.

- 8 Respect** - privacy, safety and security must be respected when using ICT. You must not get involved in any activity that might put yourself at risk or use ICT to upset harass or harm anyone else or the school.
- You put yourself at risk if you use ICT to: harass; bully; be a nuisance; invade privacy; play games; impersonate or steal an identity; spoof; gamble; be fraudulent; infringe copyright; cheat, or change settings on any ICT equipment without permission. Also, websites must not be used in a way that could be a risk to the school.
  - If you accidentally access inappropriate, dangerous or illegal material you should:
    - (a) not show others
    - (b) close or minimise the window
    - (c) report the incident to a teacher immediately
  - You must avoid doing anything that may put at risk the security of the school computer network. For example malware, viruses or with any form of electronic theft or vandalism including hacking or unauthorised access.

***Selwyn College reserves the right to check any work or data stored on or through the school's computer network or Internet facilities. For example, we may check your school email. If we suspect you have misused privately owned ICT at school or on school-related activities we may investigate the matter and you may be requested to allow your ICT equipment to be checked or audited. If you misuse equipment an appropriate response will be made such as: a discussion with you, informing your parent/caregiver, loss of access to school ICT, or another disciplinary action. If ICT is used illegally, the school may inform the police.***