



Rotorua Girls' High School Childcare Trust Cybersafety Use Agreement for Parents and Whanau

From time to time, parents and whānau may have the opportunity to use the centre Internet facilities, network and other ICT devices such as mobile phones and digital cameras. This may arise while visiting the centre, at a centre activity off-site, or through the lending of centre ICT to children and families enrolled at the centre.

Our policy is that every adult must have signed a Cybersafety Use Agreement before using the *centre's ICT* while visiting the centre, at a centre event, or borrowing any of centre's ICT equipment/devices.

The Use Agreement also contains guidelines covering the appropriate use of *privately owned/leased* ICT devices such as mobile phones while at Rotorua Girls' High School Childcare Trust.

The agreement is based upon the Rotorua Girls' High School Childcare Trust Cybersafety Policy, which is designed to help maintain a physically and emotionally safe learning environment for our children, parents, whānau and teachers. Signatue of this Use Agreement is deemed to be acceptance of the terms and requirements of the RGHSCT Cybersafety Policy. A copy of the Cybersafety Policy may be obtained from the Centre on request.

We ask that all parents and whānau who visit our centre, sign the following use agreement. This helps to ensure that all use of ICT at the centre is done so by users with knowledge of the centre's cybersafety policy and procedures.

If you have a query regarding this use agreement or our cybersafety policy, please feel free to discuss it with the 'Person Responsible' before signing the acknowledgement.

CYBERSAFETY RULES AND RESPONSIBILITIES

What can the centre's ICT equipment be used for?

If permission has been given to use the centre's computer network, Internet access facilities, computers and other centre-owned ICT equipment (including mobile phones) on or off the centre site, they are to be used for **centre-related purposes only**.

Can I use my own ICT equipment (e.g. laptop, digital camera, mobile phone) at Rotorua Girls' High School Childcare Trust.

You may use privately-owned ICT equipment (including mobile phones) on the centre site or at any centre-related activity, provided that use is appropriate to the centre's learning environment.

Any images or material present or stored on privately-owned ICT equipment brought onto the centre site or to any centre-related activity must be appropriate to the centre's learning environment. This includes images and text stored on mobile phones.

What material or activities are appropriate to the centre's learning environment?

The 'Person Responsible' should be consulted beforehand where you are unsure if particular material or a particular activity is appropriate in a learning environment for young children.

Can I take photographs or video at Rotorua Girls' High School Childcare Trust.

The 'Person Responsible' must be consulted before you take any photographs, video, or any other recordings using any device while at the centre or any centre-related activity.

Rotorua Girls' High School Childcare Trust may ask to view any such recordings and request they be deleted if deemed inappropriate by the 'Person Responsible'.

You may not upload, transmit or in any other way disseminate photographs, video, or any other recordings featuring any child, parent, or visitor at the centre or involved in any centre-related activity without the express consent of those individuals and/or their parents/guardians.

What about access to, or involvement with, inappropriate or illegal material or activities?

When using centre ICT at any time, or privately-owned ICT at the centre or at any centre-related activity, you must not:

- a. Initiate access to, or have involvement with, inappropriate or illegal material or activities;
- b. Save or distribute such material by copying, storing or printing.

What about passwords?

Any passwords supplied to you should be kept confidential and not shared with anyone else.

Can I use email at Rotorua Girls' High School Childcare Trust?

If permission has been given to use the centre e-mail accounts, it must be done so in an appropriate and responsible manner, and only after consultation with Rotorua Girls' High School Childcare Trust, 'Person Responsible'.

You must not use Rotorua Girls' High School Childcare Trust facilities to access or send personal email not associated directly with the centre.

How is the privacy of my family's information protected?

While using the centre's ICT equipment/devices parents and whānau must not, unless directed by the 'Person Responsible', actively seek or search for information or data relating directly to other enrolled families or to teachers.

Can I install my own software onto Rotorua Girls' High School Childcare Trust ICT?

You must not attempt to download, install, connect or utilise any unauthorised software or hardware onto or with any Rotorua Girls' High School Childcare Trust ICT equipment.

What if I carry out work for Rotorua Girls' High School Childcare Trust on my own ICT such as my home computer?

Any electronic files or data created or modified for the purpose of completing work on behalf of Rotorua Girls' High School Childcare Trust on any ICT, regardless of who owns the ICT, are the property of Rotorua Girls' High School Childcare Trust.

Rotorua Girls' High School Childcare Trust may therefore request that such files/data be returned or delivered to the centre and/or be deleted from your personal equipment.

What do I do if I have any query regarding this agreement or the cybersafety policy?

If you have any query regarding the cybersafety use agreement or the cybersafety policy you should contact the 'Person Responsible' as soon as possible.

ACKNOWLEDGEMENT OF ROTORUA GIRLS' HIGH SCHOOL CHILDCARE TRUST CYBERSAFETY RULES AND RESPONSIBILITIES

To the Parent/Legal Guardian/Whānau:

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the section at the bottom of the page.
3. Return this acknowledgement page to the centre (a copy will be returned to you).
4. Keep your copy of the Cybersafety Use Agreement for Parents and Whānau, for future reference.

Rotorua Girls' High School Childcare Trust will:

1. Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or centre ICT equipment/devices at the centre or at centre- related activities;
2. Respond to any breaches in an appropriate manner;
3. Welcome enquiries from parents/legal guardians/whānau about cybersafety issues.

I acknowledge that:

- I have been supplied with, and have read a copy of, the Rotorua Girls' High School Childcare Trust Cybersafety Use Agreement for Parents and Whānau.
- I am aware that I can ask to be given a copy of the Rotorua Girls' High School Childcare Trust Cybersafety Policy.
- I have read and am aware of the rules and responsibilities outlined in the Cybersafety Use Agreement, a copy of which I have been advised to retain for reference.
- I am aware in particular of restrictions relating to photographs and video, namely that: I may not upload, transmit or in any other way disseminate photographs, video, or any other recordings featuring any child, parent, or visitor at the centre or involved in any centre-related activity without the express consent of those individuals and/or their parents/guardians.
- I am aware that these obligations and responsibilities relate to the safety of the children attending the centre, and of the centre's learning environment.

I also understand that breaches of this Use Agreement will be investigated and may require a response by Rotorua Girls' High School Childcare Trust Committee.

Child's Name (print):

My Name (print):

Parent/Legal Guardian/Whānau (please circle which term is applicable)

Signature: **Date:**

Name of additional signatory* (if applicable):

Parent/Legal Guardian/Whānau (please circle which term is applicable)

Signature: **Date:**

- Additional parents and whānau of the same child, may also sign the agreement. This will avoid the necessity to sign a separate agreement should the additional parents or whānau visit the centre or use the centre ICT infrequently.