

VILLA MARIA COLLEGE CYBERSMART RESPONSIBLE USE AGREEMENT



To empower each young woman to uphold the school values by being safe, honest, respectful and responsible in all environments. Being cybersmart is about being a good friend, acting in a positive way that makes friends, family and community proud.

RESPECT IDENTITY, LEARNING and PROPERTY

- Respecting my identity and privacy includes not sharing my usernames and passwords with others and being careful of who I share my contact details and personal information with.
- Respecting other's identity includes not sharing their personal details without their permission. I must respect everyone's privacy by asking for their permission before filming, photographing or recording them and ensuring I have their consent to keep or share these.
- My identity is unique to me and I will always respect my identity by being authentic. I will be honest, truthful and not falsify information about myself.
- I will not create social media accounts related to the College without the permission of my Head of House or a member of Senior Leadership Team. If permission is granted, a member of staff will need to be an admin of the account.
- The name VMC, Villa, Villa Maria College, Te Whare o Meri, Sisters of Mercy and their crest/trademark may not be used by any unofficial site or account.
- Learning is important and should always be valued. It is my responsibility that I ensure I am focused on my learning. This means not using ICT equipment/devices without the express permission of a teacher.
- All property, ICT equipment/devices should be treated with respect and as they were intended to be used. This includes the devices and property of other students, the school, and my own.

POSITIVE COMMUNICATION

- By being proactive in checking my emails regularly, reading the school notices and the notifications on the Villa app I am able to receive communication from the school and my teachers effectively.
- All communication with others should be appropriate, kind, and not deliberately cause offence.
- It is important that if something is not going right or something of concern has happened, I let a teacher know. When using technology, the same expectation applies. If I see something unkind or inappropriate, I will let a parent or teacher know.

- When required to attend a Teams meeting online, I will interact with my teacher and peers in a positive and respectful manner and be prepared to answer questions and join discussions when called upon.

INTEGRITY

- Technology should be used with honesty and integrity. Catfishing, harassment, bullying, plagiarism, cheating, illegally streaming or downloading or any other inappropriate activity do not demonstrate honesty, integrity or the College values.
- The school wants all environments to be safe for your use. I will not make any attempt to bypass security, monitoring and filtering or use a Virtual Private Network (VPN).
- I will not search for inappropriate, rude or offensive sites.
- If something inappropriate appears on my screen I will turn off the screen or minimise the window and notify the teacher immediately.
- I will maintain appropriate standards of behaviour and also understand my behaviour is regulated under the [Harmful Digital Communications Act \(2015\)](#).



BYOD POLICY

- As a BYOD school, ICT is used as part of my learning. It is not to be used for personal social networking, streaming or downloading. ICT will only be used when directed by the teacher and will be used appropriately.
- Devices will be charged so that I am ready to learn throughout the day. Chargers should be brought to school if the battery life means I am not ready to learn for the entire school day.
- The school Microsoft 365 software on my device will be up-to-date and ready for learning.
- If any technical issues arise, I will seek help from the technician promptly and at an appropriate time.
- All my work will be saved properly and backed up on my school OneDrive.
- I will use all personal and school accounts responsibly.
- I will not share any assessment related work, whether in draft form or completed work with another student unless it is specified by the teacher as part of the assessment task, for example, group assessment.
- I will not plagiarise or copy work from other students or any other sources. All work I use in my learning and assessments which is from another source will be cited.
- I will follow the procedure of reporting offensive and inappropriate activities to my parents, Ako kaiako/teacher or my Head of House immediately.
- I agree the College reserves the right to check work or data at any time.
- I am responsible for my device and need to ensure I follow good practices such as storing my device in a secure location when not in use and labelling my device, charger and bag/case.
- I will comply with the current cellphone policy.

Important terms used in this document

- The abbreviation 'ICT' refers to the 'Information and Communication Technologies'
- Cybersmart refers to the safe and positive use of the Internet and ICT equipment and devices, including phones.
- School ICT refer to school's network, internet, computers and other equipment/devices.

- ICT equipment/devices includes, but is not limited to, computers, laptops, storage devices, cameras, mobile phones, printers, photocopiers, gaming consoles, video and audio devices, and any other, similar technology as they come into use.
- Plagiarism refers to presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.

VILLA MARIA COLLEGE CYBERSMART RESPONSIBLE USE AGREEMENT

Student agreement

I understand and will abide by the conditions and rules set out in the College's Cybersmart Responsible Use Agreement. I further understand that there may be consequences (including the possible loss of access and even disciplinary action) if I should commit any breach of these conditions.

Name.....

Ako.....

Signed.....

Date.....

Parents/Guardian agreement

Villa Maria has a values-based approach to being Cybersmart which encourages students to use technology in a positive, helpful, and productive manner.

As parent or guardian, I have read the Cybersmart Responsible Use Agreement and will support my daughter in upholding our College values. My daughter has read the document and understands her obligations. I understand that the ICT at Villa Maria College is designed for educational purposes and any breach of the rules and conditions as set out in this agreement can lead to a loss of privileges or disciplinary action.

I understand that if my daughter loses or damages College equipment it could result in a bill for the cost of replacement parts or repairs.

I understand that this agreement also applies to ICT my daughter brings into Villa Maria College.

As the parent/guardians of this student, I understand that it may not be possible for the school to fully restrict exposure to inappropriate material accessed through the internet, email or text message. I understand that while the College will take appropriate measures to limit access to illegal, dangerous or inappropriate material, ultimately it is each student's responsibility not to initiate access to or have any involvement with such material.

For more information on how you can help your daughter to use Technology in a safe and responsible manner visit www.netsafe.org.nz

I understand conditions of the Cybersmart user agreement and give permission for my daughter to be given access to School IT.

Name.....

Signed.....

Date.....

Please return a signed copy of this agreement to your Ako teacher.