

Karamū High School

Student ICT Use and Cybersafety Guidelines

Parent and Student Information Sheet

ICT devices and internet access are valuable tools that support learning. However, the school also has a responsibility to ensure the safety and well-being of all students and staff, and to ensure that ICT devices, systems, and networks are used appropriately and are not damaged, misused, or compromised.

Our **WELCOME** values apply both at school and online.

The purpose of these guidelines is to help students understand their responsibilities when using ICT, to reduce risks, and to promote a safe and positive digital learning environment. When using ICT (Information and Communication Technology), including school devices, personal devices, and any device connected to the school's network or internet services, students must follow these expectations:

1. Access

- Only use ICT devices and systems when authorised by a teacher.
- Use only their own username and password.
- Keep their password secure and not share it with others.
- Not attempt to bypass school security, monitoring, or internet filtering systems, including the use of proxy servers or VPNs.

2. Use of Equipment

- Use ICT devices and systems responsibly and take reasonable care to avoid damage.
- Not connect personal devices or storage media (such as USB drives, cameras, or phones) to school ICT equipment without a teacher's permission.
- Not install, download, or run software on school devices without approval from a teacher or authorised staff member.

3. Inappropriate Material

- Not access, search for, download, store, create, or distribute inappropriate or objectionable material.
- Not access, download, store, or distribute copyrighted material, including music, videos, games, or software, in breach of copyright laws.
- Immediately report to a teacher any accidental access to inappropriate material and not share such material with others.
- Follow these expectations whether using the school's network or their own mobile data connection while at school.

4. Cyber Safety and Respect for Others

- Not engage in any online behaviour that could harm, bully, harass, intimidate, embarrass, or demean another person.
- Respect the privacy and intellectual property of others and only use another person's information, images, or work with appropriate permission and for approved learning activities.
- Obtain a teacher's permission before sharing personal information online about themselves or another person.
- Obtain permission from the person concerned before sharing their personal information or images.
- Understand that personal information includes names, addresses, email addresses, phone numbers, photographs, videos, and other identifiable information.

5. Artificial Intelligence (AI) Tools

- Only use artificial intelligence (AI) tools, including generative AI platforms, when expressly permitted by their teacher.
- Use AI tools only in the manner directed or approved by their teacher for a specific learning activity or assessment.
- Not use AI tools to complete work that the teacher has designated as independent or individual work.
- Acknowledge and disclose the use of AI tools where required by their teacher, including describing how the AI tool was used to support their learning or complete a task.
- Understand that inappropriate or unauthorised use of AI tools may be treated as a breach of these guidelines and, where applicable, the school's assessment and academic integrity expectations.

Breaches of these Guidelines

These guidelines are designed to keep students safe and to protect the school's ICT systems and equipment. Any breach of these guidelines will be treated seriously and may result in consequences, including restricted or withdrawn access to ICT resources, and/or other disciplinary action in accordance with school policies.

Agreement

If students or parents have any questions or concerns regarding these guidelines, please contact a teacher, dean, or the School Office.