



## **DIGITAL CITIZEN & CYBERSAFETY USE AGREEMENT**

The measures to ensure the cyber safety of the GEMS Cambridge International School – Abu Dhabi outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT (Information and Communication Technologies) equipment/devices bring great benefits to the teaching and learning programmes at the GEMS Cambridge International School and to the effective operation of the school. Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All families are issued with this use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices. Without the signed agreement, there will be no access offered.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is used on or off site for school purposes. The school will monitor traffic and material sent and received using the school's ICT network. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including email.

Please discuss the following rules with your child at a level that is age appropriate to them.

### **RULES TO KEEP AT THE GEMS CAMBRIDGE INTERNATIONAL SCHOOL STUDENTS SAFE**

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form (below) and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the Internet, email, iPads, iPods, phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will not show others and will inform my teacher.
8. I must not bring any ICT equipment/devices to school without my teacher's permission this includes items such as mobile phones, iPods, games, cameras, USB drives and software.
9. I will ask my teacher's permission before I put any personal information online for educational reasons.  
Eg: name, country or origin, country of residence, photo, school, class, teachers



10. I will be careful and will look after all our school ICT equipment by:

- Not being silly and playing around with it
- Following our school cybersafety rules
- Telling a teacher about anything wrong or damaged.

11. I understand that if I break these rules the school may need to tell my parent(s).

**Please:**

1. Read this page carefully, to check you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

I understand that GEMS Cambridge international School – Abu Dhabi will:

- Enhance learning through the safe use of ICT. This includes restricting access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities
- Work progressively with students and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing students with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important ■ I will return the signed agreement to the school before my child starts school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

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**GEMS CAMBRIDGE INTERNATIONAL SCHOOL – ABU DHABI CYBERSAFETY USE AGREEMENT**

I have read this Cybersafety Use Agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

**Name of student:** ..... **Year:** .....

**Parent Name:** .....

**Parent's signature:** ..... **Date:** .....

**Please note:** This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.