



INTERNATIONAL SCHOOL OF OUAGADOUGOU STUDENT USER CYBER-SAFETY POLICY

Parent/Caregiver:

The measures taken to ensure the cyber-safety of ISO students are based on our core values. These measures will also enhance learning through the safe use of information and communication technologies (ICTs). We are asking you to read this document and sign the attached ISO Student Cyber-Safety Use Agreement Form.

Cyber-safety measures are in place, which include a malware protection solution, perimeter firewall, internet content filtering service, Safe Search enforcement, and ISO Cyber-Safety Policy for students, and staff who have been involved in the development of the policy agreement.

The availability of ISO computer network, internet access, computers, and other ICT equipment/devices bring great benefits to the teaching and learning programs at ISO, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned, leased either partially or wholly by the school, and used on or off ISO campus.

The overall goal of ISO is to create and maintain a cyber-safety culture that is in keeping with our values and with professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Cyber-Safety Use Agreement. Once a signed consent is returned to ISO, students will be able to use the school ICT equipment and service.

Communication and data sent and received using ISO network may be monitored, and filtering and/or ISO policy compliance configuration may be used to restrict access to certain sites, apps, and data including e-mail. Where a student is suspected of inappropriate use, this will be reported to the ICT staff. Where a personal electronic device such as a mobile phone is used to capture inappropriate images, the device will be confiscated and handed to ISO staff, or an investigating authority.

While every reasonable effort is made by ISO ICT staff to prevent children's exposure to inappropriate content when using the ISO ICT system, it is not possible to completely eliminate the risk of such exposure. In particular, ISO cannot filter Internet content accessed by your child from home, from other locations away from school, or on mobile devices owned by your child. ISO recommends the use of appropriate Internet filtering software.

Learn more about internet content filtering at these sites:

<https://www.mcafee.com/enterprise/en-us/assets/data-sheets/ds-siteadvisor-enterprise.pdf>

https://meraki.cisco.com/lib/pdf/meraki_mx_for_education_solution_guide.pdf

<https://support.google.com/websearch/answer/510>

Please contact ISO Director, if you have any concerns about your child's safety in using the Internet and ICT resources, or devices.

Sincerely,
Director, ISO



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WAYS TO HELP KEEP ISO STUDENTS CYBER-SAFE

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following ways to help us stay safe when using ICT at school [or preschool] and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to ISO.
2. I will use the computers and other ICT equipment only for my learning.
3. If unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username and keep my password private.
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.

While at school, I will:

- ❖ Attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.
- ❖ Report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- ❖ If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others.
- ❖ If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others, turn off the screen and get a teacher right away.
- ❖ Only with explicit permission from the teacher will I connect any personal ICT device to school ICT, or run any software (e.g. a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
- ❖ The school cyber-safety strategies apply to any ICTs brought to school.
- ❖ To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.



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While at school, I will ensure it is safe before I put any personal information online. Personal identifying information includes any of the following:

- My full name
- Phone Number
- Address
- My phone numbers, photos and tags of me and/or people close to me.

I will respect ISO ICT policies, and will treat all ICT equipment/devices with care. This includes: not intentionally disrupting the smooth running of any school ICT systems.

- Not attempting to hack or gain unauthorized access to any system
- Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs reporting any breakages/damage to a staff member.

If I do not follow cyber-safety practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for ISO to inform my parents and hold securely personal items for examination.

Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed User Agreement to ISO.

At ISO we use **Google for Education**, and we are seeking your permission to provide and manage a G Suite for Education account for your child. **Google for Education** is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At ISO, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

- The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:
 - What personal information does Google collect?
 - How does Google use this information?
 - Will Google disclose my child's personal information?
 - Does Google use student personal information for users in K-12 schools to target advertising?
 - Can my child share information with others using the G Suite for Education account?
 - Using their Google for Education accounts, students may access and use the following “**Core Services**” offered by Google (described at https://gsuite.google.com/terms/user_features.html).

Please read it and let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google for Education account for your child. ISO advises that not providing consent to use Google services will impact the educational experience of your child while enrolled. For example, students who cannot use Google services may need to use other software to complete assignments, communicate with faculty and staff, or collaborate with peers.



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I understand that [ISO] will:

1. Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities.
2. Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
3. Respond to any breaches in an appropriate manner.
4. Welcome enquiries from parents/caregivers/legal guardians or students about cyber-safety issues.

My responsibilities include:

1. Discussing the information about cyber-safety with my child and explaining why it is important
2. Supporting the school's cyber-safety program by emphasizing to my child the need to follow the cyber-safety strategies.
3. Contacting ISO staff or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

CYBER-SAFETY USE AGREEMENT

I have read this Cyber-Safety User Agreement, I am aware of the ISO initiatives to maintain a cyber-safe learning environment, and consent to ISO ICT equipment and service use. I give permission for International School of Ouagadougou to create/maintain a Google for Education account for my child and for Google to use, and disclose information about my child only for the purposes ISO described.

Name of child:

Group/Class:

Parent/Caregiver/Legal Guardian:

Signature:

Date:

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

PLEASE RETURN THIS SECTION TO ISO, AND KEEP A COPY FOR YOUR REFERENCE