



CAMBRIDGE MIDDLE SCHOOL

Google Apps for Education (GAFE Suite)

Students will have full access to the full Google Apps for Education Suite (GAFE) while at Cambridge Middle School. Students will use the tools provided to enhance and support their learning in a variety of ways. For the student to have full access to GAFE the school will need to activate a school Gmail account for the student. This email account will be monitored by the class teacher through Hapara Teacher Dashboard. Although the email account will be monitored by the class teacher, any parent/caregiver who would also like access to the email address and password can request it from the school so that you are able to see what your child is using it for.

In the unlikely event that a student uses their email account inappropriately or otherwise breaches the cyber safety rules or Use Agreement; their email account will be suspended for a period of time. If the student leaves Cambridge Middle School, then their email account will be closed.

Devices at CMS

At Cambridge Middle School we have 1:2 devices in each classroom. These are made up of a combination of netbooks and chromebooks. Our teachers use a blended approach where traditional teaching methods are enhanced by the use of ICT/technology in our classrooms. We do not have 'digital' classes where all work is completed on a device.

Bring Your Own Devices (BYOD)

BYOD allows students to bring their own device (chromebook, netbook, iPad, laptop or tablet) to school. It is a tool to assist them with their learning. It allows them to access the internet. There are a number of different devices that students use but if they decide to bring a device to school then there are certain requirements to be aware of.

Cambridge Middle School's minimum requirements for a device to assist their learning at school are:

- 7.9" screen;
- At least enough battery power for 5 hours learning;
- Internet capable;
- Ability to create and edit documents using Google tools;
- Suitable, durable bag/protective cover.

Strongly recommended:

- A keyboard

Please remember that ALL classrooms will have a minimum of one device/every two students so there is no real reason to feel that students will need to provide their own device. It is our strong belief that we have sufficient devices to allow students in every class to have access to devices when and if they are required for their learning.

The Board of Trustees continues to support us by providing sufficient devices for our classrooms.

Please don't feel pressured to buy a device. School work carried out on a school device can still be picked up at home through their account and worked on. The Cyber Safety Use Agreement will govern the use and access of all devices at/from the school.

CYBERSAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that 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 Cambridge Middle School will:

- 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 school ICT equipment/devices at school, or at school-related activities
- Work progressively with children 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 children 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/caregivers 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 to make appropriate choices.
- I will return the signed agreement to the 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 principal or 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.

Please detach and return this section to school.

I give permission for images of my child to be published on the school web site. The purpose of the publishing is to celebrate student work and communicate with our school community. **Yes/No**

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

Name of student: Student's signature:

Name of parent/caregiver/legal guardian:

Parent's/Caregiver'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/caregivers will be advised in writing.