



# Student Digital User Agreement

## Agreement Overview:

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Everglade School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Everglade School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and sometimes things can go wrong. This is why it's important that we commit to making it as safe as possible.

## Everglade School's Role:

Everglade School wants to help you learn in the best ways we can, and keep you safe at school whether you are online or offline.

We will do this by:

- providing opportunities to use digital technologies in the learning at school
- offering access to the internet and online platforms
- helping you to know what you need to do to keep safe online
- making everybody aware of their responsibilities (see below)
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers
- overseeing students' use of school's digital devices and online spaces
- using filtering software to protect everybody
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- having a plan to help you when something serious happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

## An Everglade Student's Responsibilities:

As a student of Everglade School, and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.



- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post and share or do online can influence what people think of you. Put your best foot forward online.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Avoid online bullying.** Creating or sharing content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them. Always ask first if you need to use someone else's device.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Keep it responsible.** Keep personal devices (eg mobile phones) secure and on silent, during school hours. Only use them outside of school time as per arrangements with caregivers. **(Note - it is expected that personal devices will be given to either the class teacher or the school office for safe keeping during the school day. Everglade School will take no responsibility should this fail to be done.)**
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or harmful content online. If this happens, talk to a trusted adult about what can be done.

## **When Things Go Wrong Online**

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay, maybe by accident or on purpose, your teachers at Everglade School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers will help you sort it out. The important thing is to tell a teacher or another adult you trust.

Online bullying:

Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

Report a Problem:

If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

Online safety support. Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](http://netsafe.org.nz)



## **Parent/ Guardian Responsibilities:**

Outside of school hours, it is a parent/guardian's responsibility to keep their child safe online and provide guidance around healthy device habits. When students are using the internet at Everglade School, they are using an internet connection that has been supplied with MOE's internet-filtering software to prevent access to inappropriate web pages and services. Your internet at home may not be safe-guarded to the same degree.

If your child has access to the internet or online applications, and is using them outside of school hours, we urge you to do the following:

- **Closely monitor your child's internet usage** (e.g. heavy social media use is correlated with an increase in depression and anxiety, and the more time young people spend online the more likely it becomes they will see something they shouldn't have).
- **Manage your child's screen-time** - The Ministry of Health recommends less than one or two hours of non-school screen use a day for children over five.
- **Be aware that your child has the capacity to chat with their peers** through Google's Gmail features of Chat and Spaces. This is not supervised by their teachers.
- **Treat the device as a tool for school**, and, as such, you have the responsibility and right to check how your child is using it.
- **Report any concerns** you have around incidents connected to school.

## **Parent/Whanau/Guardian Declaration:**

I agree to monitor my child's screen-time outside of school hours. I understand it is also my responsibility to keep my child safe and to teach them life-long healthy habits around device-use.

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Parent/Caregiver Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Totara/ Pohutukawa Student Declaration:**

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online - both in school and out of school. When I am using my school Google account, I understand that the expectation is for me to use all the Google Apps as tools to help me with my learning.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Everglade School. There may be some actions that my school might have to take, such as not being able to use the school computers or iPads, or my own device from home.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Student Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_