

Digital Citizenship at Heretaunga Intermediate School

User Agreement For Students



Instructions for parents*/caregivers/legal guardians

1. Please read this document carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the digital citizenship rules with your child.
3. Sign the User Agreement Form and return that page to the school office.

*** The term 'parent' used throughout this document also refers to caregivers and legal guardians.**

Important terms used in this document:

1. The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
2. '**Digital Citizenship**' refers to the appropriate and safe use of the internet and ICT equipment/devices, including mobile phones, iPads and mp3 players.
3. '**School ICT**' refers to the school's computer network, internet access facilities, computers, and other school ICT equipment/devices as outlined below.
4. The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
5. '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

Introduction

The school's computer network, internet access, computers and other school ICT equipment bring great benefits to the teaching and learning programmes at Heretaunga Intermediate School, and to the effective operation of the school.

Our school has rigorous digital citizenship practices in place, which include user agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a digital culture which is in keeping with the values of the school, and legislative and professional obligations. This user agreement includes information about your obligations and responsibilities.

All students will be issued with a user agreement to sign and return to school and is in effect for the duration of their attendance at Heretaunga Intermediate.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Rules to help keep Heretaunga Students Cybersafe and be responsible Digital Citizens

These rules will help us to stay safe when using ICT at school

1. I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
2. If I see cyber bullying, I will inform my teacher and parents.
3. I can only use the internet for school related purposes only.
4. I will gain permission to use others' information or images and respect others' privacy.
5. I will visit sites that are appropriate to our current learning.
6. I will report inappropriate pop-ups and web pages as soon as I become aware.
7. I will not alter any settings on a device.
8. I will replace the device on the charger when I have finished with it.
9. I will only use my password, keep my password safe, and not give it out to others.
10. I will only go to pages I am allowed to go on.
11. I will not use the Internet, email, iPods or any other ICT equipment to be mean, rude, or unkind about other people.
12. I will not move, edit, delete or interfere in any way with other peoples work on any shared devices, discs or folders.
13. I will not connect any device (such as USB drive, camera, or phone) to school ICT or run any software without a teacher's permission. This includes all wireless technologies.
14. These cyber safety rules apply to any ICT device brought from home, including mobile phones.
15. I will not share pictures and stories about myself unless my teacher tells me to.
16. If there is something I'm not sure about that upsets me, is mean, rude, and I know is wrong at our school I will inform my teacher, and, I will:
 - Not show others.
 - Minimise the window.
 - Get a teacher straight away.
17. When commenting on other people's work, I will say something:
 - kind.
 - thoughtful.
 - helpful.
18. I will ask my teacher's permission before I put any personal information online. Personal information includes: Name, Address, Email address, Phone numbers, Photos.
19. 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.
 - I will not download movies, games or music.
20. I understand that if I break these rules the school may need to tell my parents and, without question, may remove all rights to the use of digital technology mentioned in this agreement for an indefinite period of time.

Bring your own device (BYOD)

Heretaunga Intermediate provides a large range of devices for its students. Students wishing to bring their own device can do so under the following conditions:

- The device is the responsibility of the student.
- Security measures for safe storage are provided, but ultimately the device is the responsibility of the student.
- The device is covered by the owner's insurance.
- The school can not be held responsible for loss or damage to the device.
- The purpose of the device is to support the student's learning.
- The device is used at the class teacher's discretion and with the class teacher's knowledge.
- The school may not be able to support any technical issues and/or upgrades of the equipment/device.
- Conditions of the school's Internet Use Agreement applies to all students that bring their own device.
- The internet will only be accessed via the school wifi. No mobile access.
- No software downloads or updates will be carried out at school on student devices.
- Students that bring their own device register it with the class teacher.



Heretaunga Intermediate School Student User Agreement Form

To the parent/caregiver/legal guardian, 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 the bottom of this form to the school office.**
4. **Keep the document for future reference.**

I understand that Heretaunga Intermediate School will:

- Do its best to enhance learning through the safe use of ICT.
- Work progressively with children and their families to encourage and develop an understanding of the importance of digital citizenship through education designed to complement and support this user agreement. 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 or students about digital citizenship.
- Keep my child off any digital equipment until the form is signed and returned.

My responsibilities include:

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

Additional information can be found on the NetSafe website www.netsafe.org.nz

Please detach and return this section to school.

.....

I have read this user agreement and I am aware of the school's initiatives to maintain a safe e-Learning environment, including my child's responsibilities, and conditions for BYOD.

Name of student:..... **Student Signature:**

Name of parent/caregiver/legal guardian:

.....

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.