

Digital Responsible Use Agreement (including Internet Safety)



Introduction

Whau Valley School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who:

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become better digital citizens

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we may be forced to stop them from using the internet or other technology at school.

Responsible Use Agreement

When using information & communications technologies (ICT) at Whau Valley School, I will always be a good digital citizen.

This means that I:

**** will be a confident and capable user of ICT.***

I know what I do and do not understand about the technologies that I use. **I will get help where and when I need it.**

**** will use ICT for learning as well as other activities.***

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one. **I only visit sites that my teacher has approved.**

**** will think carefully about whether the information I see online is true.***

I know that it is easy to put information online. This means that what I see is not always right. **I will always check to make sure information is real before I use it.**

**** will be able to speak the language of digital technologies.***

When people talk online the things they say can be different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react. **If I am unsure, I can ask them or someone else to explain.**

**** understand that I may experience problems when I use technology but that I will learn to deal with them.***

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next. **I will close my lid and tell a teacher if I am unsure.**

**** will always use ICT to communicate with others in positive, meaningful ways.***

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. **I will think about the effect that my actions have on other people. I will tell an adult if I am being bullied.**

**** will be honest and fair in all of my actions using ICT.***

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. **When I am not sure about what I am doing I will ask for help.**

**** will always respect people's privacy and freedom of speech online.***

I understand that some information is private. **I will be careful when using full names, birthdays, addresses and photos of other people and of my own.** I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

*** will help others to become a better digital citizen.**

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. **If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.**

We have several measures in place to protect our tamariki online. The Whau Valley School digital network is protected by N4L which filters out unsuitable content. No filter, however, is 100% safe. Teachers in the Senior Syndicate also have access to Hapara Teacher Dashboard which is funded by the school and gives them access to all parts of *students'* Whau Valley School accounts, including emails that have been trashed. It also monitors any activity on *students'* screens if a Whau Valley account is being used. Our school behaviour plan includes the monitoring of ICT misuse.

We are very proud of our @whauvalley.school.nz name. Please remember that if you use this address, you are a representative of our school.

This means that *students* may **ONLY** do the following if they have a teacher's permission:

- * sign up for any websites using a Whau Valley School email address
- * enter any online chat
- * use a Whau Valley School email account to send or receive emails
- * view a YouTube video link given by a teacher, or one on a class learning site

Students can **NEVER** use a Whau Valley School account to:

- * browse YouTube
- * sign up for websites such as Facebook which have a legal age limit.

*Please note that students are **not** permitted to use our school network for their own private accounts. They may only use their Whau Valley ones on our school site. This means that we are able to monitor their online safety while they are at school.*

We are all expected to use digital devices carefully, treating the hardware with respect.

We hope that you will discuss this agreement with your tamariki to support their safe and fruitful learning at Whau Valley School.

Signed (Caregiver): _____

Name of Caregiver: _____

Signed (Child): _____

Name of Child: _____

Date: _____