



TE KAUWHATA COLLEGE STUDENT DIGITAL USER AGREEMENT

Digital technology continues to create opportunities to learn and connect our school community. Te Kauwhata College believes in using a digital citizenship model to support the safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Te Kauwhata College's role in promoting the use of digital technology and online spaces for learning and supporting online safety approaches. It also outlines the expectations and responsibilities of students as a member of our online community. **It will also be used to support discipline processes when necessary.**

TE KAUWHATA COLLEGE'S ROLE:

Te Kauwhata College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's/kura digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students, even if it takes place outside of school hours
- securing the personal information the school collects about you
- having a plan in place to support students when something serious or illegal happens. This may include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES:

As a student of Te Kauwhata College and a member of our community, you are expected to positively contribute towards making our school or kura safe, respectful, and fair online and offline. This means enacting our school values in online spaces and helping to shape a positive online culture. 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 positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Keep it to yourself.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Keep it careful.** The things you do or say online can be seen by others, be careful to share things you can feel proud of, or would be happy sharing with someone face to face.
- **Post with caution.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something, talk to a teacher or trusted adult.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, or taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, **get permission.** Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time. **Always ask** first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise others' work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens, talk to a trusted adult about what can be done.

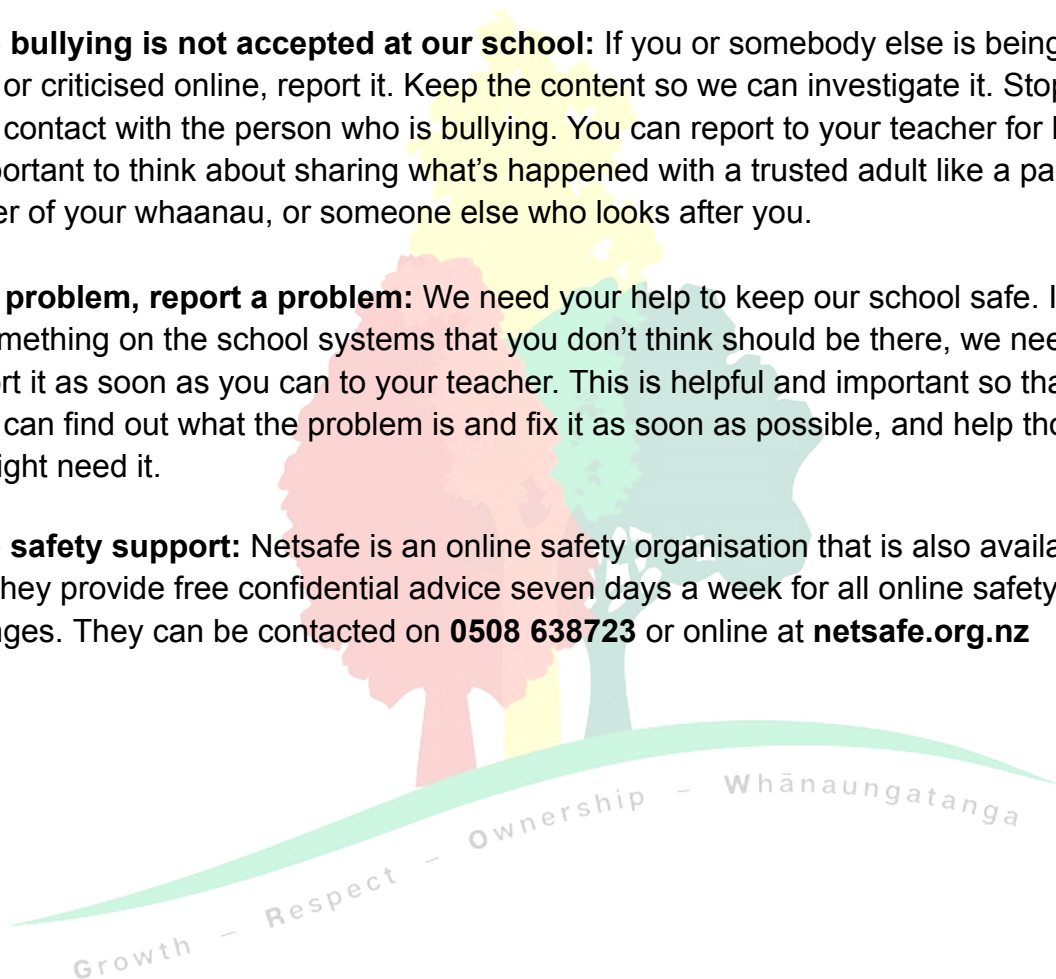
ONLINE INCIDENTS

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Te Kauwhata College is committed to supporting you if something goes wrong online.

Online bullying is not accepted at our school: If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to your teacher for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whaanau, or someone else who looks after you.

Find a problem, report a problem: We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to your teacher. This is helpful and important so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

Online safety support: Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on **0508 638723** or online at **[netsafe.org.nz](https://www.netsafe.org.nz)**



SCHOOL EMAIL ACCOUNT

To enable you to make use of digital technologies while at school, we will provide you with an email address to use during your time here.

This is so you can access Google Apps for Education and login into different devices. These email accounts belong to the school and we expect you to use them responsibly.

Outlined below are the expectations we have of you in relation to how you use your email account:

- **Keep your passwords to yourself.** Teachers can reset passwords at any time.
- Use your school email for school-related things only. Your school email account is not to set up other accounts on the internet - eg **registering for ANY social media platforms.**
- Tell your teacher if you receive any unusual emails, spam etc.
- Use appropriate language when using your Gmail account to communicate with others.

USING PERSONAL DEVICES AT SCHOOL

Personal device is defined as a laptop or chromebook that you use for school purposes while at school.

This does not include the use of cell phones, as per the Cellphone policy at Te Kauwhata College. When you are using an approved device that you own at school, you are obligated to install software that will include a device management system. This software will only be used during school hours, using your school account, and while on school property.

If you do not agree to the installation of any software required by the school, you will be asked to use a school provided device instead of your personal device.

Any damage to your personal device is the sole responsibility of yourself, the school will not be liable for any damage to your device, should you choose to bring it to school.

Notes - Questions



STUDENT DECLARATION



- ☐ I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network.
- ☐ I understand these apply to all devices used at school whether they are owned by the school or if it is my personal device.
- ☐ I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.
- ☐ I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.
- ☐ I know that if my actions or behaviours do not align with the Te Kauwhata College Digital User Agreement there may be consequences. This may include the loss of access to the internet on school-owned devices or personally owned devices used at school.
- ☐ I acknowledge that by using my personal device at school for my school work, that I will be required to install school specific software for use while at school.

Signed _____ Name _____ Date _____

PARENT / WHAANAU / GUARDIAN DECLARATION

I know that if my child's behaviour or actions do not align with those detailed in the Student Digital User Agreement there may be consequences which the school will talk to me about.

Signed _____ Name _____ Date _____

Growth - Respect - Ownership - Whanaungatanga

