

Student User Agreement for Digital Technology at Freemans Bay School



FREEMANS BAY SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, music and media, gather new ideas, and learn how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Freemans Bay School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Freemans Bay 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 to use digital tools and online spaces for learning.

FREEMANS BAY SCHOOL'S ROLE

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

New Entrants, Year 1 and Year 2 teachers will do this by:

- helping you to know how to be an awesome 'Digital Citizen'
- helping you to know what you need to do to keep safe online
- 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

Year 3, Year 4, Year 5 and Year 6 teachers will also do this by:

- making everybody aware of their responsibilities
- planning lessons where you can learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies when learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

WHEN THINGS GO WRONG ONLINE

This section outlines how students can seek support and help.

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 Freemans Bay 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. Stop any further contact with the person who is bullying. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem. We need your help to keep us all safe. 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 work with you to see how they can help you with the problem and help those who might need it.

Online safety support. Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](https://www.netsafe.org.nz)

YOUR RESPONSIBILITIES:

I am a digital citizen

I will **protect** my private information and the information of others. I will **logout** and **not share** my password information with others (except my parents and teachers).

I will use my device/ Internet/Apps for **learning** only (what the teacher has told me to do).

I will be careful to **share** the things I can feel **proud** of or would be happy sharing with someone face to face.

I will stand up and say "**No**" to Cyberbullying. I will **tell an adult** if someone is being unkind or harmful. 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.

I will **look** after the digital devices and be **sensible**.

I will only **use** a digital device/internet if a **teacher** is **near** to me and knows that I am using it.

I will make sure that I am **safe** and **appropriate** when I am online.

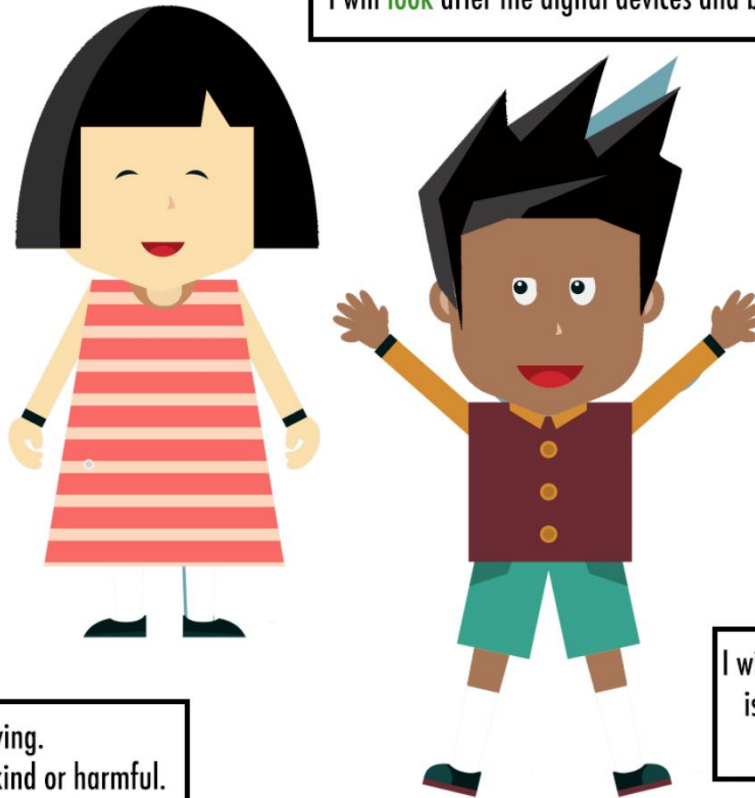
I will **respect** myself and others when I am online. I will use **kind and caring** words. I will communicate in a **positive**, respectful way.

I will look after other people's work.

I will use my **time wisely**, I won't waste it. If a device is broken or not working, I will try and **fix it** and then tell the teacher.

I will **acknowledge** other's work. We **copy or use** these in ways that are **okay** because there are rules about this.

I will **work well** with others on digital projects. I will **listen** to others and ask questions to understand.



STUDENT STATEMENT

We want to:

- Be safe and friendly, where we can learn, play and explore, including when we are online (the Internet/ Social Media)
- Learn how to make 'good' choices when we are online so that we are all happy and safe and learning
- Look after the school's digital devices (for example - laptops, ipads, MicoBits, Makey Makey, Robots) and other ICT equipment so that we can always have lots of digital devices to use in class for learning
- Be focused on our work so we can concentrate and do our learning properly when we are using devices
- Learn how to behave when we use devices (computers, ipads, mobile phones, Play Stations, xBox, TV, gaming consoles) at home or outside of school

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, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe, kind or responsible online, that this is not okay at Freemans Bay School. There will be actions/ consequences that my school will have to take according to the schools Behaviour Plan.

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.

I will revisit this agreement with my teacher at the beginning of each school year. I will ask questions if I do not understand.

Name: _____

New Entrant: Signed _____ Date _____

Year 1: Signed _____ Date _____

Year 2: Signed _____ Date _____

Year 3: Signed _____ Date _____

Year 4: Signed _____ Date _____

Year 5: Signed _____ Date _____

Year 6: Signed _____ Date _____