

# Student Digital Technology Use Agreement (Y0-4)

## For parents/caregivers:

1. Read this page carefully with your child to check you both understand your responsibilities.
2. Sign the appropriate section of this form.
3. Return the signed agreement to the school office.

**Note: Both Student Statement and Parent/Caregiver Declaration must be signed.**

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, and learn how to do different things on apps and websites.

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 Elim Christian College Henderson 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 Elim Christian College Henderson does to help make learning online safe, and what we need to do in partnership with you. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

## School responsibilities

Elim Christian College Henderson wants to help you learn in the best ways we can, and keep you safe at school.

We will do this by:

- 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
- keeping safe the personal information the school collects about you
- Monitor, access and review online usage via the school network or school-owned email account

## Student responsibilities

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- Keep it kind. When you are online, think about others and talk or share in a kind way.
- Keep it to yourself. Keep your passwords and information about yourself or other people safe and private.
- Keep it careful. Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- 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.
- Keep it honest. When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- Keep it fair. 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.
- Keep it authentic. Make sure you do not engage in practices that mask who you are or where you are including tools such as VPN (virtual private networks).

## Online Incidents

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 Elim Christian College will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at Elim Christian College 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 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 classroom teacher or team leader for help. 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. 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 classroom teacher or team leader. This is really 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 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](https://www.netsafe.org.nz)

## Mobile Devices at School

Students at Elim Christian College Henderson are discouraged from bringing their own mobile devices (including smart watches) for personal use at school. If a parent wishes a student to bring in a mobile device, it is to be turned off and left in the child's school bag between the hours of 8.30am and 3pm. The mobile device will be the responsibility of the student and Elim Christian College Henderson will not be responsible for misplaced, stolen or damaged devices. If a student needs to contact their parent/ guardian during school hours, the child must first ask their classroom teacher. If necessary, the teacher will then make arrangements for contact between home and school via the school office. Smart watches (if worn) are only to be used as a timepiece and NOT for communication.

Note: This agreement will remain in force as long as the student is enrolled at the school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Please complete this section and return a signed copy of the agreement to the school.

**Student Declaration**

I have read the Elim Christian College Henderson Cybersafety guidelines as outlined in the Student Handbook and the Digital Technology User Agreement provided above. I agree to follow the guidelines. I understand that these guidelines for responsible use apply to all technology usage while at school or during any school-related activity, including the use of personally owned devices. I am aware that failure to comply with this agreement may result in the loss of access to school digital technologies, including internet access, on both school-owned and personally owned devices used at school.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Declaration**

I have reviewed the Cybersafety guidelines outlined in the Parent Handbook, and discussed the contents of this Digital Technology User Agreement with my child. I am pleased to confirm their understanding of the expectations, and I trust in their ability to adhere to the guidelines set forth in the Elim Christian College Henderson Cybersafety and Digital Technology User Agreement.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_