Elim Christian College Henderson

Student Digital Technology Use Agreement (Y5-8)

Digital technologies enhance learning experiences at school in a multitude of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning 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 Elim Christian College Henders, 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 Elim Christian College Henderson 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.

School responsibilities

Elim Christian College Henderson supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline.

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 it 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

As a student of Elim Christian College Henderson and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on them whether you're online, or offline, and help to make our school a positive place to learn, connect and play. 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 to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **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.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **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 responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.

When things go wrong

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.** 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 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

Elim Christian College Henderson

Mobile devices at school

Students at Elim Christian College Henderson are <u>discouraged</u> 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 <u>not</u> 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.

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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 Use 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: _____