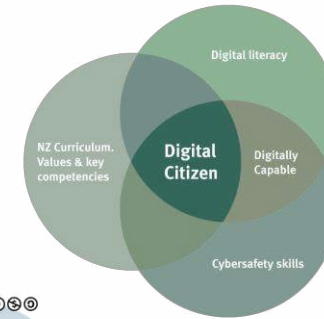


Digital Citizenship Responsible Use Agreement Year 4-8

Parnell District School believes in a Digital Citizenship model for supporting safe and responsible use of the internet and Information Communication Technologies (ICT) for teaching and learning. An important part of this is that we can show others what responsible use looks like while we are using technology to support and enhance our learning.

At Parnell District School we believe that a successful digital citizen is someone who demonstrates our school values in the following ways:



Digital Citizenship in New Zealand Schools.

NetSafe's model for defining digital citizenship recognises the importance of cybersafety skills, digital literacy and the Values & Key Competencies of the National Curriculum when building a model for supporting digital citizenship development in schools

Show Kaitiakitanga by:	Show Innovation by:	Show Truth by:
Using ICT to relate to others in positive and respectful ways. Respecting the concepts of privacy and freedom of speech in a digital world. Supporting their peers to be successful digital citizens.	Being a confident and capable user of digital technologies. Using digital technologies for supporting their learning and for prescribed learning opportunities. Using and developing critical thinking skills in cyberspace. Being aware of ICT challenges and managing them effectively.	Displaying honesty and integrity in their use of ICT. Thinking carefully about whether what they see online is true and accurate and acts accordingly.

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. This is achieved by following the rules laid out in this Responsible Use Agreement and in accordance with relevant laws like the Harmful Digital Communications Act and the Safe Schools Policy. The school has infrastructure in place to filter and monitor what happens online.

If someone cannot agree to act responsibly, or the things they do mean that other people are being harmed or disrespected, then we might stop them from using the internet and other technologies at school.

Responsibilities for Parnell District School:

We will:

Show Kaitiakitanga by:	Show Innovation by:	Show Truth by:
<ul style="list-style-type: none"> ▫ Teaching students how to be responsible digital citizens. ▫ Maintaining a safe online environment for students by using N4L network filtering and Linewize technologies to track internet usage. ▫ Monitoring students' Microsoft accounts. ▫ Ensuring children use digital devices for no more than 50% of their time at school. 	<ul style="list-style-type: none"> ▫ Providing opportunities for learners to use ICT to enhance their learning. ▫ Continuing to review and update school policy and this Responsible Use Agreement as needed. 	<ul style="list-style-type: none"> ▫ Contacting whānau if a suspected breach to our internet filters or security has occurred. ▫ Informing whānau when their child has breached the terms of this Responsible Use Agreement and working with them to support their child to make good choices moving forward.

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Responsibilities for students:

I will:

Show Kaitiakitanga by:	Show Innovation by:	Show Truth by:
<ul style="list-style-type: none">▫ Ensuring there is a teacher or responsible adult in the room when using a device.▫ Keeping all of my passwords secure and informing my teacher if I feel any have been compromised.▫ Respecting all ICT equipment and using it appropriately.▫ Not giving anyone on the internet information about me or anyone else when using the internet. This includes addresses, phone numbers, usernames, passwords, photographs and credit card information.▫ Not doing anything that could cause offence to or distract others.▫ Not using personal devices (including smart watches, phones and tablets) to contact people during school time.▫ Ensuring my devices are stored safely and securely when not in use.	<ul style="list-style-type: none">▫ Immediately informing the teacher if I come across a virus or security problem.▫ Only downloading work belonging to me.▫ Choosing and using the appropriate ICT tool for the learning job.▫ Using OneNote to record high quality learning.▫ Ensuring my device is fully charged at the beginning of each day.▫ Accepting that if I do not adhere to these rules, there will be consequences.	<ul style="list-style-type: none">▫ Adhering to the school's values whilst online.▫ Informing my teacher of any concerns I may have about sites I have accessed.▫ Ensuring only appropriate content is accessed.▫ Not taking photographs or filming other people without a teacher's and the students' permission.▫ Respecting the copyrights on software that prohibit copying.▫ Only logging into my school Microsoft account, only using email for school purposes and ensuring the content is always appropriate.▫ Not using a VPN, proxy site or hotspot to bypass the school internet security and controls.▫ Reporting any breakages to a teacher.▫ Informing the teacher if I notice someone else doing something unacceptable on or with digital devices.

Student and Parent Agreement for Responsible Use – Please complete and return to the school office.

I _____ (child's first and last name) have read this agreement with a parent/caregiver and understand what I need to

do to be responsible when using devices and the internet.

Date: _____ Class: _____

Responsibilities for parents/caregivers:

I will:

- Ensure that my child has a functional device that has a keyboard, battery life of at least 5 hours, is Wi-Fi capable, and can operate Microsoft Apps (OneNote, Teams, OneDrive).
- Remain aware of what my child is doing with their device. (PDS recommends investing in a tool to monitor your child's device and usage such as Microsoft Family Safety.)
- Ensure my child understands the value of their device and respects it.
- Obtain insurance for the device.
- Notify the school of any suspected misuse of the device in school time or on the school network. Recording and storing details of the device, including the serial number of the device.
- Provide my child with a bag to protect their device when transporting it to and from school.
- Speak to my child's class teacher if I have any concerns about my child's device or internet usage.
- Contact the office if I need to get a message to my child during school hours.

I _____ (parent's first and last name) understand that:

- The school will take no responsibility for loss or damage beyond a normal investigation into an incident involving student discipline.
- Parnell District School discourages children from bringing smart devices and phones to school.
- The school is not insured for personal devices; insurance is the responsibility of parents/caregiver.
- My child may lose device privileges if there is a breach in the rules. The school will inform me of this and ensure no adverse effects to their learning will result.
- In cases of serious breaches of cyber-safety, the Principal maintains the right to permanently suspend a student from using any device and to inform appropriate external agencies or authorities, including the New Zealand Police.

Signed: (Parent) _____

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