ICT Responsible Use Agreement Years 3-8

**Te Kura o
Kirikiri Tatangi
Seatoun School**

Introduction

Seatoun School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who:
- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology, but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizen
- will follow the rules set-out at school
- will resist using / accessing technology when they know it is not allowed (using self control).

Because we know this is important for us all, 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 by following the rules laid out in a Responsible Use Agreement like this one. We also ask parents and whānau to support us with this.

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

The ICT Responsible Use Agreement

When using information & communications technologies (ICT) at Seatoun School I will always be a good digital citizen. As a school, we explicitly teach and discuss the following key issues. We have different lessons for different parts of our school. Key ideas we will explore with our learners are::

1. **Be a confident and capable user of ICT.**
I know what I do and do not understand about the technologies that I use. I will get help when I need it.

2. **Use ICT for learning as well as other activities.**
I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

3. **Think carefully about whether the information I see online is true.**
I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

4. **Be able to speak the language of digital technologies.**
When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain. I will seek support from an adult if I'm not sure.

5. **Understand that I may experience problems when I use technology but that I will learn to deal with them.**
I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

6. **Always use ICT to communicate with others in positive, meaningful ways.**
I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

7. **Be honest and fair in all of my actions using ICT.**
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

8. Always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

9. Many technologies are designed to be addictive.

I understand that many forms of technology are designed to keep me on-line and using the game/app and that this can be very unhealthy for me.

10. Help others to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them by informing a teacher, or an adult. If I see that someone is being unfairly treated online then I will be an upstander, rather than just watch it happen.

The following rules help us ensure that ICT is used appropriately and safely, and focuses on supporting learning. While at school I will:

1. Access the Internet only when a teacher is in the room.
2. Not produce or spread any harmful images or text.
3. Not take or post recordings, images or video of myself or other students without teacher/individual's permission.
4. Not access or use other student's or teacher's accounts such as Google, Mathletics, Maths Whizz, Write that essay and Kahoot.
5. Not create online accounts, including social media, using my school google drive account.
6. Immediately close my device and inform a teacher if I come across any material that is inappropriate or makes me feel uncomfortable.
7. Not use personal email accounts, other online accounts or personal social media accounts whilst at school.
8. Not use my device (including iPads, mobile phones or other wearable devices) for instant messaging, video chat or other similar social media applications without permission and supervision of a teacher during school hours. If I need to contact my parents or caregivers before or after school, I will do so with permission and supervision of a teacher.
    a. In Year 5-6 I will hand in my phone or wearable device to the teacher before school.
    b. In Year 7-8 I will turn off my phone or wearable device and place it in my bag for use after school.
9. Not use my device or school devices before or after school, morning tea or lunchtimes without permission and supervision of a teacher.
10. Not use any Virtual Private Networks (VPN's) at school.
11. Only access the internet via the school wifi network, not hotspotting from a phone or using cellular data.

Student Declaration

- I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.
- I understand that if I breach this responsible use agreement, I may:
    ○ Be required for my phone or smart watch to be handed into the teacher or office (applies to Yr 7&8)
    ○ Not be able to bring my parents BYOD device to school for a period of time and only use school devices
    ○ Lose access to school or BYOD ICT services or equipment for a period of time (my parents will be informed)

Name: _____ Year: _____ Date: _____

Student Signature: _____

Parent/Caregiver
- I have read the guidelines and understand that, while at school, my child's device and the school's ICT tools are for educational purposes and should be used in an appropriate way.
- I undertake to discuss these guidelines and the importance of this issue with my child.
- I also understand that the school will take all reasonable steps, but cannot provide an absolute guarantee that no controversial material will be accessed. I will not hold Seatoun School or any member of its staff liable if such material/information is downloaded.
- I agree I will not message my child during the school day (8.30am and 2.55pm) I can contact the office with any important messages.
- I agree to support the Staff and help keep our students safe by reporting any misuse (or alleged misuse) immediately.

Parent Signature: _____