

# **Be RESPECTFUL - Student User Agreement for Reremoana School**

## **Reremoana School - Digital Tools and Technologies**

### **STUDENT USER AGREEMENT OVERVIEW**

Digital technologies are tools that can help us learn at school in all sorts 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 Reremoana 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 Reremoana 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.

### **Reremoana School's role**

Reremoana School 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:

- making everybody aware of their responsibilities
- planning times in the terms to learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- offering access to the internet and online platforms
- using filtering software to protect everybody
- 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 in the 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.

### **Student's responsibilities**

As a student of Reremoana School and also part of our community, we ask you to help make our school a place that is respectful. This means taking our school values and acting on these 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.

- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher.
- **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.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's image, ideas, creations or work that's stored online.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Use personal devices sensibly.** Follow the school process to Hand in your phones, smart watches or other non school BYOD devices to keep them and you safe.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens, talk to a trusted adult about what can be done.
- **Not access sites and content that is inappropriate in an offensive or sexual way.**

### **Online incidents - including Social Media interactions**

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. 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 or pass it on to the police if it falls outside of our school parameters. Stop any further contact with the person who is bullying. You can report it to - **Marama O'Reilly** 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.

While students are asked to hand in their personal devices and should not be on social media during school hours, we are aware that issues that begin on social media outside of school time can impact on school relationships and behaviour. As social media interactions occur outside of school time and on non-school devices it falls under parental responsibility to monitor. Parents please be aware of any social media apps your children are involved with and have conversations with them about how to respond to unkind messages. Many social media apps ways to report and block messages that are inappropriate, unkind or hurtful please explain these tools to your children when you allow them to sign up to the app. The 2015 Harmful Digital Communications Act allows the police to become involved in online bullying type messages, and we recommend you contact the police if your child experiences these types of messages or contact.

### **Reremoana School will support you if something goes wrong online. Please help us help you by...**

**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 Marama Crosby. 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)

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## **STUDENT STATEMENT**

I know about the ways I should use digital devices and online spaces at school for learning.

I know that I should be kind, respectful 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 online, or kind or responsible, that this is not okay at Reremoana School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.

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.

### **Students**

I will not touch devices that are not mine, or not allocated to me

I will know where my Chromebook is at all times.

I will not lend my Chromebook to others at school

I will only use my chromebook when there is an adult there to supervise

I will ensure my screen is visible to an adult at all times

I will use my Chromebook (or the school Chromebook allocated to me) for school related activities - I will not access inappropriate sites or those not related to my learning task.

While I may be involved in group activities, I will be the only individual using my Chromebook.

I will use the device/gmail account for educational purposes only and websites used will be of educational benefit. (Not to create non-educational content in sites such as TikTok, Youtube or to play "games" in educational sites)

I will respect my Chromebook and endeavour to keep it safe, including not leaving it on the floor, not having food and/or drink near the Chromebook, and returning it to the storage cabinet when not in use.

I will be responsible for ensuring my Chromebook is fully charged at home before bringing it to school each day.

I will not bring chargers to school. (Unless directed to by a teacher )

I understand that my gmail account used to login to the Chromebook, is under the school domain, and that teachers can access my account at any time and are able to monitor my use.

I will keep my password private from other students. Teachers may request my password at any time.

I will not use screen-savers, backgrounds or pictures that are offensive.

I will not use school gmail accounts to set up other accounts on the internet without teacher permission, e.g. registering for a Youtube, Prezi or Facebook account.

I will not download additional apps or software onto my Chromebook unless approved by the teacher.

I understand that on my Chromebook, YouTube will be set to Safety Mode, and I am not to change this.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/ WHĀNAU/ GUARDIAN DECLARATION

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

I agree to share any concerns I may have about students' online behaviour or devices with the school.

I agree to manage and monitor my child's use of their Chromebook at home.

If I choose to connect my child's Chromebook to our home network, I understand the same filters that apply at school, may not apply at home.

I understand that allowing my child to bring a Chromebook to school is at my risk, and should loss or damage occur, it is my responsibility to repair or replace.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_