



Elm Park School

Whakamana te ākonga hei angitu | Empowers all learners to achieve their personal best.

Elm Park School Digital Device and Online Safety Student User Agreement

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 Elm Park 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 Elm Park 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 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.

Elm Park School's Role

Elm Park 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
- Helping students who need support to deal with online problems even if these happen outside of school hours
- 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.

Your Responsibilities

As a student of Elm Park School 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.
- 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 device, online sites, and their image, ideas, creations or work that's stored online. Never log into anyone else's account.
- 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.
- Be honest when creating material. There are several artificial intelligence (AI) apps that can support learning. While useful, all your work needs to be created by you. Academic work that has been created dishonestly, will impact on how your learning and progress are assessed.
- Use personal devices sensibly. Your phone must be kept with your teacher at all times unless you have been given permission to use it.
- 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.

Additionally, by using a personal device on the school network, you agree to the following:

- You will only access content through the Google Chrome web browser that has your school email account added as a profile
- You will use your school Google account safely, even when you are not at school. If you use a school-issued Google account to sign into Chrome on a personal Chromebook, Windows or Mac device at any time of the day, including at home, your activity is monitored within that Chrome session. This may include taking screenshots of personal Chromebooks if risky behaviour is detected when the school Google account is being used on it. The technology cannot monitor activity beyond the school account's Chrome session. Therefore, if you are undertaking personal activities, you should not use the school Google account to do so. Either use a personal Google account to sign into the Chrome browser or Chromebook, or use a different web browser altogether. That is your responsibility to manage.
- You will not make any attempt to bypass security, monitoring or filtering that is on the school network, for example, by using a VPN.

- You are responsible for keeping your device safe and for securing it in a school locker when you are not using it. You will need to provide your own padlock which you will remove if this is requested by a teacher.
- Students are not allowed cell phones/smart watches during school hours. If they bring them to school they must switch them off and hand them into the school office when they arrive. They may collect them again at home time. Cell phones/smart watches found in students' possession during the day will be sent to the office or if this is of ongoing concern, will be confiscated and given to a Deputy Principal. They will be held for collection only by the child's parent or caregiver.
- The school cannot take responsibility for content accessed through SIM-enabled phones/smart watches. If undesirable content is discovered, the student will be dealt with under the school relationship management procedures.

Online Incidents

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. Elm Park School will support you if something goes wrong online.

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 teacher or the school's Technical Administrator 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 teacher or to a Deputy Principal. 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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Please return this page signed and dated to the school office.

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I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices (my own or a school device) and when I go online.

I know that if I do not abide by these expectations and/or I behave in ways that are not safe online, the school may take action, which could include being 'quarantined', i.e. not allowed to use a device and access the internet for a period of time.

I understand and agree to use digital technology and the internet at school safely and for learning as outlined in this agreement.

Student Declaration

Student Name: _____

Room: _____

Signature: _____

Date: _____

Parent/Whānau/Guardian Declaration:

I have read the Elm Park School 'Student User Agreement' and discussed it with my child. We both have a clear understanding of the school's requirements to maintain a cybersafe environment. My child has read the 'Student Statement' and agrees to abide by the agreement.

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

Parent Name: _____

Signature: _____

Date: _____