Pinehurst Upper Primary Student Use Agreement

Pinehurst School Student User Agreement Overview - Upper Primary

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Pinehurst School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Pinehurst School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

Pinehurst School Role

This section outlines the school's approach to digital technology use and online safety.

Pinehurst 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 environmentproviding 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

This section outlines the rules for using digital technology in school and as a member of the school community

As a student of Pinehurst 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 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 device, online sites, and their 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.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.

- **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.

Online Incidents

This section outlines how students can seek support and assistance if they encounter any online concerns

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. [Insert 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 [insert school contact i.e. teacher, coordinator, IT person] 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 [insert school contact i.e. teacher, coordinator, IT person]. 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

Student Statement

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at [Insert 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.

Student's Name   **Students Class**

Student's Signature   **Date**
                                                                         20/04/2020

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.

Parent's Name

Parent's Email

Parent's Signature   **Date**
                                                                         20/04/2020