

# Golden Bay High School

## Student and Parent Digital User Agreement Y7-8

### Information

#### Instructions

- 1 Students and parent/whānau/guardian please read and discuss this document carefully. Keep this page for your own reference.
- 2 Parents and students sign and return the second page of the agreement to the office.
- 3 If you have any questions about this agreement please contact the school.

***Additional information can be found on NetSafe's website [www.netsafe.org.nz](http://www.netsafe.org.nz)***

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#### GOLDEN BAY HIGH SCHOOL 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 Golden Bay High 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 Golden Bay High 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.

#### GOLDEN BAY HIGH SCHOOL ROLE

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

Golden Bay High 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 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
- 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 and from home

## YOUR RESPONSIBILITIES

*This section outlines what your school considers appropriate behaviour for digital technology use in school and as a member of the school community.*

As a student of Golden Bay High 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 helping 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's 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 not 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. VPN's are not permitted on any devices used at school.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **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 others' 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.** Students are to bring their own Chromebook or Laptop to support their learning. This will be guided by your teacher. Keep your other device(s) like smartphones on silent during school hours and only use it outside of school hours. Year 7, 8 and 9 students are not to use any digital devices during the school break times.
- **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. Golden Bay High 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 form teacher 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 form teacher. 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 DECLARATION

*This section should be completed by students*

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, 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 Golden Bay High School. There may be some actions that my school might have to take, such as not being able to use devices at school for a period of time.

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.

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

### PARENT/ WHĀNAU/ GUARDIAN DECLARATION

*This section should be completed by parents/guardians*

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.

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

### Learning Device Inventory Form Class: \_\_\_\_\_

*Please check the type of Learning Device that you would like connected to the School Wi-Fi.*

#### 1:1 Learning Device (required for learning):

- Laptop
- Chromebook

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OFFICE USE

Student Username: \_\_\_\_\_ Administrator Sign Off: \_\_\_\_\_