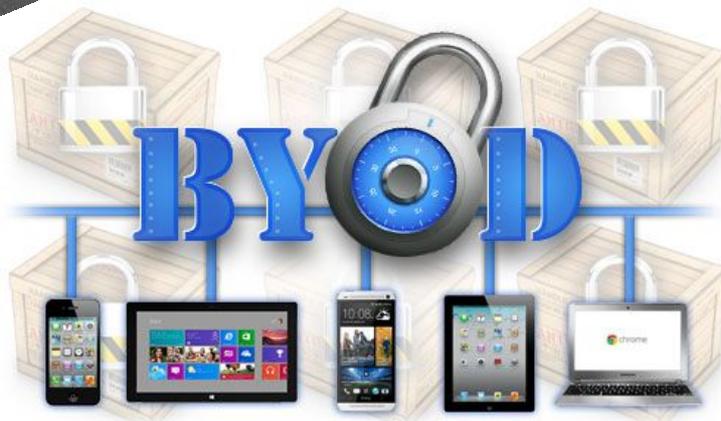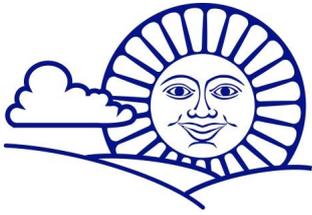# WAIUKU PRIMARY SCHOOL

Digital Safety Booklet

http://web.waiuku.school.nz/

What is Digital Safety?

Our children live in an increasingly digital world in which there are a growing number of ways people can communicate and connect with others. As a result of this there are increasing safety issues that families, schools and communities need to be aware of and manage.

Digital Safety is a new term that refers to being safe when using communication technologies such as the internet, email, mobile phones and other tools.

At Waiuku Primary School our guidelines include the many ways in which people can communicate. We want our children to not only be safe, but to also know how to be ethical and responsible.

We believe that this is a shared responsibility between the home, the school and the community. This document provides the starting point to establish habits to enable students to become safe and ethical communicators, as well as provide guidance for parents and caregivers.

Within this document we have included the following:
• Some definitions of various terms.
• The school Digital Safety & Use Agreement - this is what you need to explain to your child. Please sign this and return it to school.
• A copy of the Digital Safety & Use Agreement will be digitally scanned and returned to you for home reference.

Please use this document when discussing digital safety with your family and refer to the resources provided on our web site. We hope you find this useful.

Please ensure that this document is signed and returned to the school office prior to your child starting school.

Staff and Board of Trustees
Waiuku Primary School

Some Definitions

Google Docs: is an online platform of documents that look similar to Microsoft Office. They are highly collaborative and free.

Blog: is a website where entries are made in journal style. A good example of a blogs is a personal online diary. Blogs are a great personal writing tool!

Facebook: is a site designed to allow friends to communicate in various ways. It is an online community where users can post pictures, write updates and send messages to one another.

'Google': is a search engine from Google. We suggest using the advanced search feature of any search engine because it helps develop information literacy skills (In Google this is: www.google.com/advanced_search?). There is a 'safesearch' feature within most search engines, however this doesn't mean that it is safe in every situation. Google Chrome is a browser that many people opt to use but it is personal preference.

Information Literacy: refers to a set of competencies/skills that an informed citizen of an information society ought to possess to enable him/her to participate intelligently and actively in that society. Becoming an ethical user of information and communication technology falls into this area.

NetSafe: is the main New Zealand organisation for educating and guiding online safety. Check out their web site at: www.netsafe.org.nz

Podcast: is similar to a blog but it uses audio rather than text. This is a fun and creative way to share learning and all computers in the school can create podcasts, which can then be uploaded to class web sites.

Social Networking Software: is a broad term to describe a range of web sites that enable people to connect or collaborate through computers and to form online communities. There are many different tools people use to do this. The minimum age without adult supervision for most sites is 13 years, however many young people ignore this and it can be difficult for these sites to enforce the age restrictions.

PXT: a fancy name for sending pictures, video clips and other multimedia files, usually via mobile phone. Most modern mobiles support the sending and receiving of pictures, images, etc. Learn how Bluetooth/Infrared can work on your mobile. For more information check out: www.en.wikipedia.org/wiki/Bluetooth

Wiki: is a type of website that allows the visitors themselves to easily add, remove, or edit the content. This ease of interaction and operation makes a wiki an effective tool for collaborative authoring; but this does not guarantee accuracy and authenticity of the information.

YouTube: is a very popular free video sharing site that lets users upload, view, and share video clips. This can be used in both positive and negative ways.