

Waiuku Primary School

Digital Safety & User Agreement

Name of Student: _____ (write here please)

It is important that you understand and follow these guidelines. Please keep a copy of this sheet so you can refer to it later.

Once signed it is valid until you leave Waiuku Primary School.

The school has unlimited fibre wifi, e-learning teaching methods and digital tools to enhance learning. It is everybody's responsibility to be aware of and follow these safety guidelines.

If these guidelines are not followed and damage occurs, the school reserves the right to charge for the repair of damaged equipment and/or for the technician time taken to repair the damage, or remove students from the school's wifi network if using BYOD.

These are the rules I must follow:

1. I cannot use the internet at school without signing and handing in this Agreement. This Agreement is referred to on a regular basis in classrooms.
2. I will only use school digital equipment, BYOD (Y3 to Y8) and technologies as tools to support my learning.
3. It is important to keep safe while using the internet, e-mail and other technologies. This means I must follow the school's E Values and Digital Safety Guidelines outlined below:
 - I follow this WPS digital use agreement that my parents have signed.
 - I only use the internet if there is an adult in the room.
 - I only use digital equipment to support my learning in school.
 - I look after our digital equipment and share it with other students (BYOD is not expected to be shared but students owners can share if working with a partner).
 - I can bring my own digital device to school if I have a signed BYOD form at school.
 - I can only print my work if my teacher has said ok!
 - If I accidentally see dangerous, rude, sexual or confusing material on a digital device I will turn of the screen and tell the nearest adult immediately.
 - I never share my full name or information about myself online. If I share a photo or video, I do not include my name.
 - I never give my password to my friends of any social media site I belong to.
4. I am not allowed to lookup or search for things on the internet that I know are not for children. This could include material involving violence, swearing, rudeness, sexual or things that may be against the law. I must inform an adult immediately if I accidentally or deliberately come across anything that might not be safe or appropriate.
5. If I am using digital equipment in the library or any other area of the school, I must inform the supervising adult/staff member what I am doing before I begin.
6. When using the internet and other communication technologies, such as e-mails, blogs, mobile phones, podcasts, wikis, etc., I must not do anything that may hurt or offend anyone, even as a joke.
7. All my communication must be appropriate and relevant to my learning. My language must not be disrespectful, offensive, abusive, dangerous, or inappropriate in any way. This includes any web sites I use outside of school time where I am recording information about my learning, other children, any teachers, or the school.
8. I must follow these rules when I bring any digital equipment or technology into the school or if on school trip, EOTC and sports days.

9. I agree that I will respect and take care of all digital equipment by:

- a. Keeping all food and drink away from digital equipment.
- b. Only using software and online sites that have been approved by the teacher following the school's guidelines.
- c. Not copying any software.
- d. Following copyright laws.
- e. Using any passwords or logins provided by the school appropriately, following the User Agreement for that web site or tool (e.g. Google Apps, blogs, etc.).
- f. Only printing with the permission of my teacher. I will check the print preview before printing.

I will be considerate of other users by:

Keeping all my communication with digital tools appropriate and respectful.

Sharing the use of equipment.

Ensuring I do not experiment with or disrupt the computer, or the school network.

Immediately telling the nearest adult if I accidentally come across dangerous, mean, rude, sexual or confusing material. I will not show it or pass on any appropriate material to any other students.

I will be responsible and look after myself and others by:

Not giving anyone on the internet information about myself or others – this includes addresses, photos, names, phone numbers, banking details and passwords (unless required due to a school, police or your parents investigation).

Not writing my personal details into any website, email, blog, podcast or other communication technology without permission from my teacher.

Telling a teacher or adult if I come across any problem or if I am not feeling safe.

I understand that if I break this agreement in any way I may lose the right to use the internet and digital equipment at school. As well, the school may inform my parent/caregiver and there may be consequences for my actions.

In order to keep children safe at school, the school's responsibility is to:

Ensure our programmes reflect the world our children live in and support them to be responsible, safe and ethical users of digital technologies.

Maintain adequate security measures to protect the school digital environment by using a Ministry of Education approved firewall monitoring service.

To communicate the guidelines, procedures and e-Values to parents and children so that they are clearly understood and followed. These guidelines are clearly displayed and referred to in all classrooms as well as on the school website.

Follow rigorous procedures when these guidelines are not followed, or mistakes are made.

Provide resources to support parents and children so they can do everything to keep themselves and others safe when using digital technologies.

Parent's name: _____ Signature: _____

Student's name: _____ Signature: _____

Principal's name: Simon Drewery

Signature: S Drewery

Use of student and parent email addresses, images, audio and video...

Waiuku Primary School will never share parent/caregiver email addresses or information to outside parties without prior consent.

Waiuku Primary School publishes only children's first names on school websites.

Waiuku Primary School also publish images and audio/video of student learning on the main school website, class web sites, and in blogs and other communication tools.

It is the parents'/caregivers' responsibility to inform the office if they object to the terms of this agreement.