



## STUDENT DIGITAL CITIZENSHIP AGREEMENT

This sheet is to be retained by the parent/caregiver

*Note:*

- (a) The abbreviation 'ICT' is used in this document to refer to the term 'Information and Communication Technologies'.
- (b) 'Digital Citizenship' refers to the positive use of the Internet and ICT devices/equipment, including mobile phones.
- (c) Where the Internet is referred to, it includes the internal ICT networks/intranets operated by the School.
- (d) 'ICT devices/equipment' include, but are not limited to, those mentioned in the document.
- (e) Additional information around digital citizenship can be found at <http://www.netsafe.org.nz/>

### 1. The Student Digital Citizenship Agreement

- 1.1. A teacher will go over this use agreement with you and answer any questions. If you have any more questions later, you should ask staff, including Mr Coker the Deputy Principal who has been designated the School's Cybersafety Manager. If your parent/legal guardian/caregiver would like to discuss any digital citizenship issues, The Cybersafety Manager will be happy to discuss this with them.
- 1.2. You cannot use the School's computer network, Internet access facilities, computers and other Mt Roskill Grammar School ICT equipment/devices until this Student Use Agreement has been signed by a parent/legal guardian/caregiver and signed by you, and the agreement has been returned to the School.

### 2. Use of ICT.

- 2.1. While at School or a school-related activity, you must not have involvement with any material or activity which might put yourself at risk. As well, you must not at any time use ICT to upset, harass, or harm anyone else, or the school itself, even if it is meant as a 'joke'.

Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination. Behaviour the School may need to respond to also includes the use of websites to facilitate misconduct which puts at risk the safety of the school environment.

- 2.2. If any privately-owned ICT equipment/device, such as a laptop, desktop, tablet, mobile phone, camera, or recording device or portable storage (like a USB or flash memory device), is brought to school or a school-related activity, the school digital citizenship rules apply to that device. **If you are not sure whether it is appropriate to have a particular device at school or at a school-related activity, you should check with the relevant teacher before bringing it.**

### 3. Monitoring

- 3.1. The School reserves the right at any time to check work or data on the School's computer network, Internet access facilities, computers and other School ICT equipment/devices. For example, in order to help make sure that the School stays cybersafe, an appropriate member of staff may at any time check student email or work.
- 3.2. If there is a suspected breach of use agreement involving privately-owned ICT, the matter may be investigated by the School. The School may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

### 4. Consequences.

- 4.1. Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the School. Possible responses could include one or more of the following: a restorative discussion, informing parents/legal guardian/caregiver, loss of student access to school ICT, taking disciplinary action. If illegal material or activities are involved, it may be necessary for the school to inform the police.

# **ADDITIONAL DIGITAL CITIZENSHIP GUIDELINES FOR STUDENTS**

**This sheet is to be retained by the parent/caregiver**

- 1. Mobile phones.** Away for the day.
- 2. Accessing the Internet at school on school ICT.** The only time you can access the Internet at school on a school computer of any kind is when a teacher gives permission and there is staff supervision. If other Internet access on the School site or at a school-related activity is permitted, for example, via a privately-owned laptop, mobile phone or any other ICT device, it must be in accordance with the digital citizenship rules in this agreement.
- 3. Borrowing school ICT.** If you have permission to use school ICT equipment at home or anywhere else away from school, it should not be given to anyone else to use unless at the direction of a staff member. The school ICT is to be used only for the purpose it was lent, and you should explain this to your family or whoever else you are with. If a problem occurs, you must report it to the relevant teacher straight away.
- 4. Digital citizenship rules apply all online interactions.** Devices should be used appropriately and not be used for involvement with inappropriate material or activities, such as:
  - upsetting or harassing students, staff and other members of the school community even as a 'joke'.
  - inappropriately using text, email, photographs or film, phone messages, web browsing, images or any other functions.
  - having a mobile phone in your possession, or near you, during any assessment. All phones should be turned off and left in your bag at the front of the assessment room.
  - taking or using video or photos of others without permission.
- 5. Care of the computers and other school ICT equipment/devices, and their appropriate use includes:**
  - you must not damage or steal any equipment, or try to damage the ICT network. If the damage is deliberate, it will be necessary for the School to inform your parent/legal guardian/caregiver. Your family may have responsibility for the cost of repairs or replacement.
- 6. Students need permission from staff to:**
  - use storage devices to back-up work or to take work home/back to school. (It is likely the School will need to check any storage device for such things as viruses.)
  - print material when in the classroom situation. Any material printed out of class must be appropriate in the school environment.
  - contribute material to the School Internet/Intranet site. As well, there should be no student involvement in any unofficial school Internet/Intranet site which represents the School or official school opinion.
- 7. Students must be considerate of other users. This includes:**
  - sharing with other users and not monopolising equipment.
  - avoiding deliberate wastage of ICT-related resources including bandwidth, through actions such as unnecessary printing, and unnecessary Internet access, uploads or downloads.
  - no intentional disruption of the smooth running of any computer or the School network.
  - obtaining permission from any individual before photographing, videoing or recording them.
- 8. Respect for privacy, safety and security when using the Internet and ICT includes:**
  - if you accidentally access inappropriate, dangerous or illegal material you should:
    1. not show others
    2. close or minimise the window
    3. report the incident to a staff member immediately.
  - you should use data storage devices only in accordance with school regulations. This includes portable devices such as USB and flash memory devices.
  - you must have no involvement in any activity which could put at risk the security of the School computer network or environment. For example, no involvement with malware such as viruses or involvement with any form of electronic vandalism or theft. This includes 'hacking' and any other unauthorised access.