



Student User Agreement for Glenfield Intermediate School

STUDENT 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 Glenfield Intermediate 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 Glenfield Intermediate 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.

YOUR RESPONSIBILITIES

As a student of Glenfield Intermediate School, 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.
- **Keep it legal.** VPN (Virtual Private Network) applications/programmes are illegal and cannot be on any device brought into school.
- **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. Only use a device under teacher supervision.
- **Respect others' rights.** Always ask first if you need to use someone else's image, ideas, creations or work that's stored online.
- **Follow the school's safety processes.** Only use the Student BYOD wifi network and your school accounts (email, document management, You Tube) while on site.
- **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 responsibly.** Keep your device(s) on silent during school hours and only use it/them when you have been given permission to use it as a tool to specifically help with your learning. Always hand in all devices at the beginning of the school day.
- **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.



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ONLINE INCIDENTS

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. Glenfield Intermediate Staff will support you if something goes wrong online during school hours.

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 our Deputy Principal 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. Parents and the New Zealand Police are the best people to sort online bullying that occurs outside school hours.

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 classroom 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 a 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

The Harmful Digital Communications Act can be found at this [link](#)

STUDENT STATEMENT

- 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 Glenfield Intermediate. There will be a range of consequences that my school might have to put in place.
- 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.
- I agree to only use my school accounts for email and document management. I will only connect to the Student BYOD wifi network while on the school premises.
- I agree to hand in my device/s at 8:45am and will not use it/them while on the school premises before this time.

Signed _____ Name _____ Date _____

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 are likely to be consequences or outcomes that the school will talk about with me.

Signed _____ Name _____ Date _____