

# Kokopu School Cyber Safety and ICT User Agreement



## KOKOPU SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices, like iPads and computers, are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Kokopu School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Kokopu School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

## KOKOPU SCHOOLS ROLE

Kokopu School wants to help you learn in the best ways we can, and keep you safe at school.

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 school's 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 even if these happen outside of school
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment

## YOUR ROLE

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private. Only log into your own accounts.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** When using a school device, look after it and use it in the way it was intended. Be careful not to damage it and put it away in the right place. Only use it when a teacher is present.
- **Keep it to learning.** Devices and technologies at school are for your learning. Stay to the sites, resources, and topics that the teacher has allowed you to use.
- **Use personal devices sensibly.** Eg cell phones, smart watches, tablets. Make sure these are handed in to the office at the start of the day and collected at the end of the day. This includes school trips and tech.

## SCHOOL EMAIL AND ACCOUNTS

In order to enable students to make use of digital technologies while at school, we will provide you with an email address to use during your time here. This is so you can access Google Apps for Education, login into different device

and sign up to services easily. These email accounts belong to the school and we expect you to use it responsibly. Outlined below are the expectations we have of you in relation to how you use your email account.

- Keep your passwords to yourself. Don't login to others accounts. Teachers can reset passwords at any time.
- Use your school email for school related things only. Your school email account is not to set up other personal accounts on the internet - eg registering for Facebook, Instagram etc.
- Tell your teacher if you receive any unusual emails, spam etc.
- Use appropriate language when using your Gmail account to communicate with others.

## WHEN THINGS GO WRONG

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Kokopu School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week. You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](https://www.netsafe.org.nz)

**If something gets broken.** Sometimes things get broken whether it was an accident or due to misuse. Take it to the teacher so that we can fix it or replace it.

## 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 Kokopu School. There may be some actions that my school might have to take, such as not being able to use school devices or services.

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.

## STUDENT DECLARATION (Year 5-8)

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

## PARENT/ WHĀNAU/ GUARDIAN DECLARATION (Year 0-8)

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 \_\_\_\_\_