

Waipu Primary School - Student Online User Agreement

Guidelines, Rules and Policies for correct use of school devices, google accounts and internet.

* Indicates required question

Digital technologies and devices like iPads and Chromebooks 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 Waipu Primary 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 Waipu Primary 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.

Please read the following information with your child(ren).

Please note that our school internet is segmented for students and staff users. Our internet firewall is robust and is regularly been checked, upgraded and improved to make each students time spent on a device safe and educational. The Ministry of Education N4L (Network for Learning) provider oversee and manage internet filtering/blocking.

If you have more than one child at school, after submitting this form, please do it again for your second/subsequent child.

1. **Student/Ākonga Name:**

2. **Student/Ākonga Room:**

Mark only one oval.

- ☐ Room 1/Kōtuku
- ☐ Room 2/Kuaka
- ☐ Room 3/Tōrea
- ☐ Room 4/Tara-iti
- ☐ Room 5/Tūturiwhatu
- ☐ Room 6/Koukou
- ☐ Room 7/Pīwaiwaka
- ☐ Room 8/Tūī
- ☐ Room 9/Pīpīwharauoa
- ☐ Room 10/Kūkūpa
- ☐ Room 11/Kārearea

WAIPU PRIMARY SCHOOL'S ROLE

We at Waipu Primary School want to help students learn in the best ways we can, and keep them safe at school.

We will do this by:

- helping them to know what they need to do to keep safe online
- helping them to know what to do if they are worried or upset by anything online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers.

STUDENTS 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 each student will:

Keep it kind. When they are online, think about others and conduct your online work in a kind way.

Keep it careful. Think carefully about what they create and share to their teacher and make sure it's something they are proud of and would be happy sharing with someone else face to face.

Keep it real. Ensure they are not copying information and presenting it as their own (plagiarism). Students need to be careful to check or ask a teacher if they'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 they 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 will be included in tasks if they are in them.

Keep it responsible. When they use a device at school, use it in ways, and at the times that the teacher says it is okay to.

WHEN THINGS GO WRONG ONLINE

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

Online bullying. Online bullying is not okay at our school at any time. Despite social media and online chatting not being a service or option at our school messages on collaborative work can be sent. If your child has had this happen, we ask that they don't delete or hide the messages or pictures because these are important to show what has been happening. They need to close their device and then go tell a teacher or trusted staff member.

Report a problem. We have a robust and secure firewall (or internet search and site protection system) at Waipu Primary School. However, if they see something online that they don't think should be there, students are to tell a teacher or a trusted staff member at school as soon as they 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.

3. **STUDENT STATEMENT**

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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. I should only be on sites and applications that are approved and related to the task that I have been assigned.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Waipu Primary School. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.

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.

Mark only one oval.

☐ AGREE

4. **PARENT/ WHĀNAU/ GUARDIAN DECLARATION**

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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.

Mark only one oval.

☐ AGREE

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