

Casebrook Intermediate Digital Citizenship / BYOD Agreement 2018

When I use ICTs, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be safe and responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others

When at school I agree to:

- Behave in a way outlined in the Schools' Digital Citizenship Contract when online or using mobile technology
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- Use the devices at school for learning and directed educational purposes only, use the equipment properly and not interfere with the work or data of another student
- Not bring or download unauthorised programs or files
- Not go looking for rude or offensive sites
- Remember that the content on the web is someone's property and ask my teacher or a parent/caregiver to help me get permission if I want to use information or pictures
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites that are not suitable
 - Someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school is being threatened

When I use any laptop, mobile phone, iPad or other BYOD device I agree to:

- Use it as requested for learning purposes as directed by my teacher
- Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- Be entirely responsible for the security of the device at all times

When using any mobile device as a phone I will:

- Keep my phone locked in the classroom storage draw and turned off during class times
- Protect the privacy of others and never post private information about another person using SMS messages

If using any BYOD I will:

- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Seek teacher permission before uploading any content to public websites

This Policy also applies to students during school excursions, camps and extra-curricula activities.

I have read and agree to follow these rules. I understand that my access to the internet and mobile technology at school may be withdrawn if I do not act responsibly.

Student name: _____ Student signature: _____ Class: _____

Parent permission

I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with my child as outlined in Part B of the Digital Citizenship Info for Families/Whānau.

I will contact the school if there is anything here that I do not understand. If there is a situation that concerns me, I will contact either the school or Netsafe www.netsafe.org.nz.

I agree to allow my child to be included in photos/videos for school publications including the school website.

Parent/Caregiver signature: _____ Date: _____

Digital Citizenship Info For Family/Whānau

Casebrook Intermediate School

February 2018



INFORMATION TO DISCUSS AT HOME

Please keep this as a resource to use at home

Part A - The school's support for responsible and ethical use of technology

Casebrook Intermediate School uses the internet as a learning and teaching tool. We see the internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Casebrook Intermediate School we:

- have a cybersafe and responsible use programme across the school. We reinforce the school expectations and behaviours when using technology and the internet
- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- select and utilise mobile technologies for educational purpose, e.g. photos from excursions, apps for learning
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through an information evenings and as a document attached to this agreement, and on our website.

Part B - Advice for parents/caregivers

At school the internet is used to support learning and teaching. At home, however, it is often used differently. Not only is it a learning resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your child to show you what he/she is doing online

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours, which are presented online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- Make some time to sit with your child to find out how he/she is using the internet and who else is involved in any online activities
- Ask your child to give you a tour of their 'space' if they are using a site that allows them to chat, publish photos, play games etc
- Always get your child to set the space to 'Private' if they use a social networking site like Facebook etc. They are then in control of who contacts them and can access their information. They can block out anyone at anytime.
- Have the computer with internet access in a shared place in the house – not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of mobile phones
- Ask questions when your child shows you what he/she is doing, e.g.:
 - How does it work and how do you set it up?
 - Can you block out people?
 - Who else is sharing this space or game?
 - Did you know them before or did you 'meet' them online?
 - What do you know about them?
 - Why is this so enjoyable? What makes it fun?
 - Can you see any risks or dangers in the activity?
 - What would you say to warn/inform a younger person who was going to start to use the space?
 - What are you doing to protect yourself or your friends from these potential dangers?
 - When would you inform an adult about an incident that has happened online that concerns you?
 - Discuss why your son/daughter might keep it to themselves

Support information for parents about our Digital Citizenship agreement:

When I use technology, both at school and at home I have responsibilities and rules to follow

Casebrook Intermediate School sees the education of safe and ethical digital citizens as essential in the lives of its students and as a partnership between home and school. 21st century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who 'do the right thing' by themselves and others online, particularly when 'no one is watching'.

Safe and ethical behaviour online is explicitly taught at our school, and it is anticipated these behaviours will be reinforced by

parents/caregivers when students use the internet at home.

It is important to note that some online activities are illegal and as such will be reported to the police. This includes harassment of others, publishing inappropriate images, etc.

Behave in a way outlined in the school's Digital Citizenship Contract

The schools' Digital Citizenship Agreement is not only the rules of the school but also the desired expectations our school community believe are important for all of the students at our school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images, and protecting password details

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Facebook, Instagram, Blogs etc.

We recommend that they:

- Don't use their own name, but develop an online name and use avatars where available
- Don't share personal details including images of themselves or their friends online
- Password protect any spaces or accounts they have and never share that password with anyone
- Don't allow anyone they don't know to join their chat or collaborative space, and use the block feature
- Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) – once it is published they have lost control of it

Being respectful online and not participating in online bullying or hurtful behaviour

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying, but unacceptable behaviours need to be addressed.

- Being online can make students feel that they are anonymous (however online interactions can be traced)
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- Often the online environment has very few adults
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how someone can participate and contribute to the hurt or bullying of another person
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that these behaviours are discussed as separate from the technologies

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet, students can save time, money and the environment. Students often see the internet as 'free'. Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to the school or running them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses and these put all of the school's equipment and student work at risk. This also applies to wireless connection to the network.

Not go looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, the student's internet access will be reviewed which could result in their inability to learn properly.

Using the internet and mobile technology at school to learn

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering the content on the web is someone else's property and students need to get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. When accessing material from a website it is important to respect any copyright there may be on that material. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember, if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enables students

to locate, evaluate and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your daughter uses her own thoughts and language to express what they have learned. If helping with homework, ask open-ended questions. 'Tell me about kiwis' might encourage your daughter to copy and paste facts and images etc. about the kiwi, but asking the question 'What would a day in the life of a kiwi be like?' encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc.

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety contact your school or visit <http://www.netsafe.org.nz>

Examples we have discussed with your child at school:

Please discuss these at home too. They are a great way to engage your child in critical thinking around the safe and appropriate use of digital tools.

What would you do?

- You found the car picture you were searching for on google, but on top of it was a naked person.
- Someone keeps messaging nasty and upsetting comments about you and/or your friends on your mobile phone and/or online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, date of birth, etc.
- In an online space/chat someone suggests you all exclude or block someone you know.
- Your friend has an online profile that shows some inappropriate photos of alcohol and 'provocative' posing.
- A student in your class at school uploads a video of a fight involving other students at our school on Facebook.
- A friend messages you a picture involving some self-harming (cuts on their arm) and tells you 'they had a really stressful day'.

Online Resources for Parents:

- <https://digi-parenting.co.nz/>
- <https://www.netsafe.org.nz/advice/parenting/>
- <https://esafety.gov.au/>
- <http://www.theparentingplace.com/parenting/technology/>
- <http://parentinfo.org/articles/digital/all>
- <https://www.commonsemmedia.org/educators/connecting-families/share>
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Acknowledgements:

- This resource was put together using a model created by **Epsom Girls Grammar School in Auckland.**
- Netsafe – a great resource for families/whanau to access for further understanding and resources

