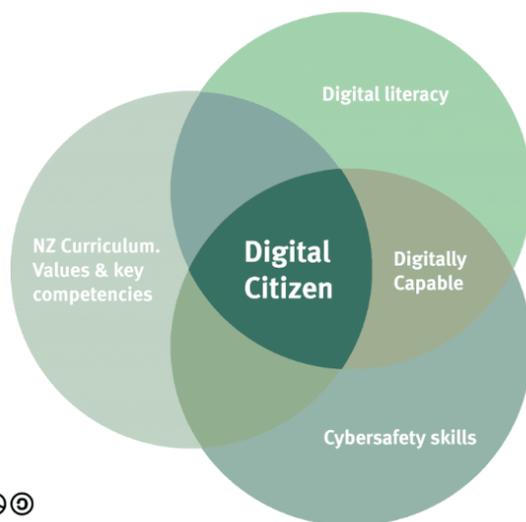




## Digital Citizenship

Trinity Catholic College believes in a Digital Citizenship model for supporting the safe and responsible use of the Internet in teaching and learning.



1

Netsafe's model for defining digital citizenship recognises the importance of cyber safety skills, digital literacy and the values & key competencies of the NZ curriculum when building a model for supporting development in schools.

We believe a good digital citizen is someone who:

- can confidently and capably use digital devices for learning and other purposes
- critically evaluates whether the information they see online is true
- is literate in the language of digital technologies
- understands they may have problems when using technology but is able to deal with them
- uses digital devices to communicate positively and constructively
- will uphold our school values in their online world
- will help others to become better digital citizens

Because we know this is important for us all, we ask that all staff, students and volunteers working at the school agree to use their digital devices in a safe and responsible manner by adhering to the guidelines that follow, and are in accordance with the Harmful Digital Communications Act and school policies and procedures such as Pastoral Care, Child Protection, Bullying Prevention & Response, Copyright procedure and Privacy.

<sup>1</sup> <https://netsafe.org.nz/digital-citizenship-and-digital-literacy/>



## Digital Use Agreement

I am learning to be a good digital citizen by using my digital devices in a safe, respectful and responsible way that builds community and reflects compassion and love. I understand that the guidelines in this agreement are based on our school values and demonstrate how I can be the best version of myself through the example of Jesus Christ.

### Aroha

***At Trinity, AROHA or RESPECT is the recognition, allowance and encouragement of our own, and others' uniqueness, gifts and talents.***

- I will show respect online by communicating positively and not creating content that may be indecent, threatening or offensive.
- I will not create or forward content including screenshots that are inappropriate or are considered harmful or offensive or are viewed as harassment of others.
- Kia whakamana; I will respect the rights and mana of others and only record or share content if the people involved know and have given consent.

### Manaaki

***At Trinity, MANAAKI or SERVICE leads on from respect and is the action of helping make our community more caring, peacemaking and encouraging***

- I will protect privacy by not sharing sensitive information about myself or others online.
- I will not post personal information on social media that could be easily accessed by strangers and used to identify who and where I am.
- I will report online incidents immediately to my teacher or dean, whether it has happened to me or to a friend.
- I will use all personal digital devices sensibly and will follow school cell phone procedures.

### Tika

***At Trinity, TIKA or JUSTICE is a product of service and is the action of, and desire for, fairness, reconciliation and peace***

- I will always acknowledge and give credit to others' work by following copyright and intellectual property requirements and attribute ownership to images, text, video and audio appropriately.
- I will not disrupt the smooth running of the network system at Trinity and will not gain unauthorised access to any system.



## Pono

***At Trinity, PONO or TRUTH emerges from Tika and is the basis of Aroha. It is the practice of being courageous, honest, trusting and reflective.***

- I will not share my password with others
- I will not download or install any material that is not authorised by a teacher.
- I will not attempt to bypass security, monitoring and filtering that is in place at school such as the use of VPNs or proxies in order to access material that is not relevant to my learning.
- I understand that I must not download files such as music, videos, or images that may breach the Copyright Act 1994.
- I understand that the school may monitor traffic and material sent and received using the school's network.

## Guidelines for being part of the Trinity Catholic College Online World

### Chats and Messages

- Any chat or message group created should have a staff presence and its name will clearly identify its use/purpose. It must not include any inappropriate, offensive or hateful words or code words that represent these things.
- Chat messages and posts must not include inappropriate, offensive, or unkind comments including through the use of emojis and/or images.
- When messaging staff outside of school hours, a response may not be expected until the next school day.

### Videos and Images

- All videos and images must adhere to our college's digital use agreement and any files shared with others must be relevant to the task.
- The sharing of still images, filmed images or audio of staff, visitors or other students, without their permission is strictly forbidden.

### Academic work

- Google Classroom is used to set up assignments and shared materials. Students must use the provided template for the duration of the assignment and are not to complete it in other documents before copying and pasting it to the official template.
- Assignments should be subjected to an originality check if they involve assessments requiring essays, or reports and if the assessment has been used in the past without modification.



- Students must not interfere with other students' work without their permission, whether it is submitted through Google or in any other shared collaborative space.
- When working collaboratively, students will be working in a respectful, helpful manner, following instructions carefully.
- When submitting academic work, students must adhere to the usual standard of academic honesty and not plagiarise, including; not copying work from the internet and submitting it as their own, not using Artificial intelligence to write their work or paraphrase existing work, and not submitting collaborative work without acknowledging all authors.

## Online Meetings

- Students should only be able to join an online meeting as an attendee.
- Video calls should occur in an appropriate setting and where possible, blur or change the background.
- Students should only be able to join a meeting once a staff member is present and staff need to ensure the meeting is ended before they leave.
- Only staff are permitted to record online meetings.

## Files

- Any files uploaded or stored in Google or One Drive must adhere to Trinity Catholic College's procedures, be for academic purposes and not infringe on copyright requirements.

## Artificial Intelligence

- AI can be used as a tool for helping to brainstorm ideas, understand complex text or improve grammar and syntax.
- If significant insights or phrases are borrowed from AI, these should be properly cited just like any other source of information.
- AI can be used for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysing and comprehending assigned work.
- AI is a tool for learning, not for task completion. Your primary goal should be understanding and developing skills, not to finish an assignment.
- AI is for asking questions that you would also ask your teacher. Just as your teacher would not provide 'the answer'; you should not seek this from AI.



## How to seek support and assistance

Trinity Catholic College is committed to supporting you and your whānau if something goes wrong online.

### Online Bullying

The college takes all incidents of online bullying or harm seriously. It is important to keep evidence of what is happening to you or someone else so it can be investigated. Don't put yourself at further risk by continuing contact with the person or people who are bullying online or creating harmful and/or hurtful content. It's very important to tell an adult at school and home so that you can get the right help and support.

### Netsafe

Netsafe is an online safety organisation that is available to help and can provide free, confidential advice seven days a week for all online safety challenges. They can be contacted online at [www.netsafe.org.nz](http://www.netsafe.org.nz) or 0508 638 723.

## Declaration

I understand that I have the right to use and experience the online world in safe and positive ways and that others do too. I also understand that the measures that the school takes in the digital space are to ensure our community experiences a safe and focused learning environment for all.

I have read through this agreement and I am aware of the expectations, behaviours and values required of me when I use digital technology at school, whether on a personal or school-owned device, or any online tools and platform that is through the school network using my school account.

I understand and agree to support and uphold all the expectations, values and responsibilities in this agreement. I accept that I am accountable for my actions.

As a student, I know that if my actions and behaviours do not align with this Digital Use Agreement, there may be consequences. This may include:

- the college contacting home and potential disciplinary action
- charges for any repairs or replacements to damaged school equipment or property
- contact with Netsafe or NZ Police in the event of illegal activity such as contravening the Harmful Digital Communication Act
- loss of access to the internet or personally owned devices at school.