

Digital Citizenship Student User Agreement

1. **Read this page carefully**, to check you understand your responsibilities under this agreement. If there is anything you do not understand or would like to discuss, please approach your classroom teacher.
2. **Complete and sign the appropriate section.**
3. **Return the completed and signed page to the school office.**
4. **If you would like to see a copy of school cybersafe or digital technology policies . Visit: stjopapa.schooldocs.co.nz**



As a student of St Joseph's School and also part of our community, we ask you to help make our school a place that is safe, friendly and fair. This means taking our school virtues and acting on these whether you're online, or offline and helping 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. 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.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.
- **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. Never download software to the school network or connect new devices without permission.
- **Respect others' rights.** Always ask first if you need to use someone else's image, ideas, creations or work that's stored online.
- **Recognise other's 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 sensibly.** Keep your device(s) on silent during school hours and only use it for learning purposes during class time.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or harmful content online. If this happens, talk to a trusted adult about what can be done.

STUDENT DECLARATION

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 St Joseph's School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.



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.

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 Digital Citizenship Student User Agreement, school policy or procedure, there may be consequences or outcomes that the school will talk about with me.

I acknowledge that I can access this information on the school's 'schooldocs' website: stjopapa.schooldocs.co.nz

I give permission for my child to use their personal device at school.

Signed _____ Name _____ Date _____

BRING YOUR OWN DEVICE (BYOD) REGISTRATION

Please use the box below to register a personal device on the school network. Children are prohibited from using unregistered devices on the school's premises or at school events.

Type of device	
Serial number	
Name of student	
Student's signature	
Name of parent/caregiver	
Parent/caregiver's signature	
Date	