

Miramar North School

Responsible Use Agreement

Introduction

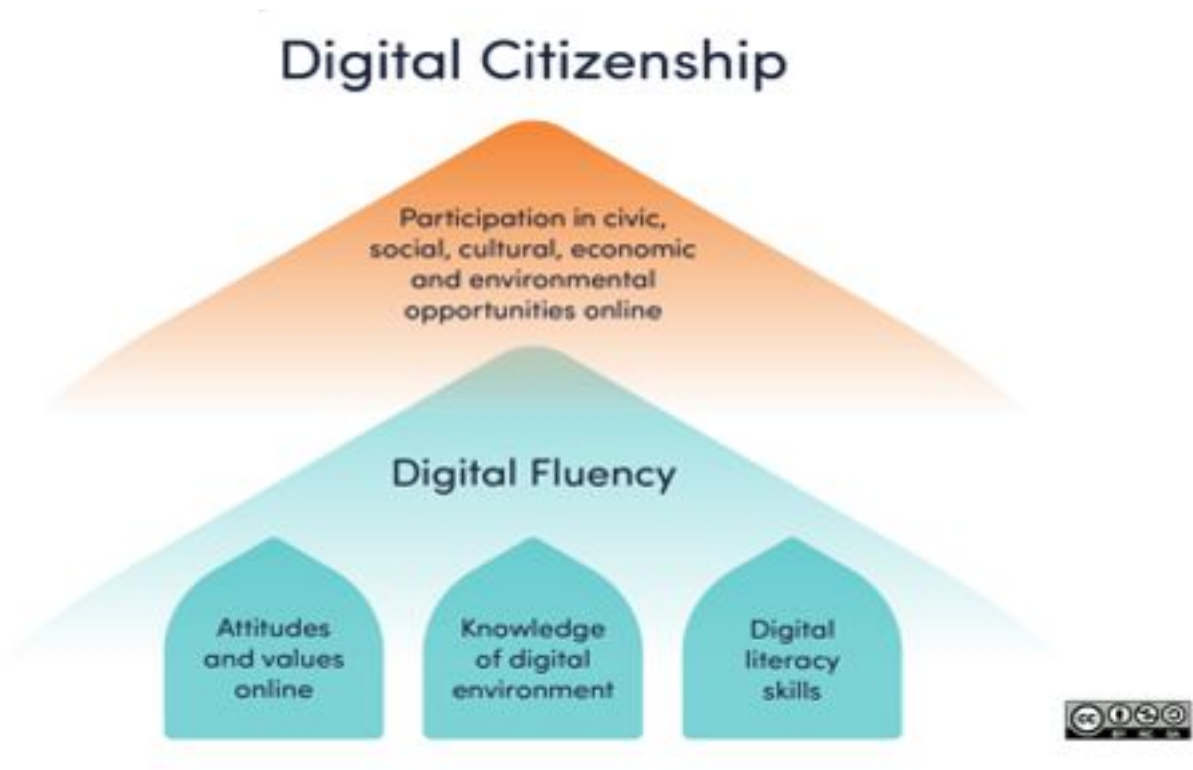
Miramar North School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become better digital citizens

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.



When using information & communications technologies (ICT) at Miramar North School, I will always be a good digital citizen. This means that I will follow these rules to help everyone stay safe when using ICT at school:

- I will only use the computer and other ICT for my school work and when an adult is present
- I will only use an account with an @mns.school.nz address at school
- I will only login to an account using my username. I will not allow anyone else to use my username and I must log out when finished
- I will not tell any other student my password and my teacher will have a copy of my password
- If I find anything mean or rude on any ICT, I will:
 - Not show others
 - Get a teacher straight away

- I will not give any personal information while online

Personal information includes:

- Full name
- Email address
- Physical address
- Phone numbers
- Photos

- I will respect and look after all our school ICT equipment by:
 - Not leaving a device on the floor or having food/drink near one
 - Not using a device for a purpose unrelated to learning at school
 - Telling a teacher about anything wrong or damaged
- I will not use ICT to message friends and/or parents during the school day, without the teacher's permission
- I will not take a photo of anyone without asking their permission and I will not upload these to any social media without parent/teacher permission
- I will not use my school account to gain access to other accounts unrelated to school purposes
- I will not access media sharing sites, e.g YouTube, without the teacher's permission
- I will only visit sites that are appropriate for school and I will respect the rules that websites have about age
- I will always report anything that happens online which makes me feel uncomfortable or unhappy.
- I will not break the law by downloading or copying any files such as music, videos, games or programmes
- I will only bring a mobile phone to school if I have parent permission.
- If I bring a mobile phone to school, I will hand it in to my teacher **upon arrival** and I will get it back at the end of the school day.
- I will not use my personal device to take recordings (photographs, videos, etc) on school grounds.

Miramar North School

Responsible Use Agreement

Please sign, remove this page and return to school

Student Declaration

I have read this Responsible Use Agreement and I agree to the rules.

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I break these rules the school may need to tell my parents/caregiver, and the school may take disciplinary action against me. I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school. I am also aware that my family may be charged for repair costs.

Student name: _____

Signature: _____

Date: _____

Parent/Caregiver Declaration

- I have read this Responsible Use Agreement document
- I have discussed the information with my child and explained why it is important
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or syndicate leaders to discuss any questions I might have about cybersafety and/or this use agreement and understand I am welcome to do this at any time.
- I will ensure that I am aware of, and in agreement with, my child having any other account aside from their school account.

Parent/caregiver name: _____

Signature: _____

Date: _____