

NORTHCROSS DIGITAL CITIZENSHIP 2018



Introduction to the Responsible Use Agreement

Northcross believes in a Digital Citizenship model for supporting safe and responsible use of the internet and digital technologies in teaching and learning. An important part of this is that we are able to show others what that responsible user 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
- will manage their use and time on digital technologies

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 adhering to the guiding principles laid out in a Responsible Use Agreement like this one. The measures to ensure the cyber safety of Northcross Intermediate School outlined in this document are based on our core values. The school's computer network, Internet access facilities, cloud environment, computers, Wifi network and other school ICT equipment/devices offer great benefits to the teaching and learning programmes at Northcross Intermediate and to the effective operation of the school.

If someone cannot agree to act responsibly, causes other people harm or compromises school IT resources, they will be restricted access to some or all digital technologies while at Northcross. Consequences to be determined by school management.

STUDENTS

- Students shall be able to use the Internet and IT resources in accordance with the Code of Conduct and Responsible Use Agreement
 - An application (Responsible Use Agreement and Protocol of Use for Mobile Devices agreement) shall be signed by the students. Prior notice will be given to parents via the schools website and at the Teacher Interview.
 - The policy statement and a Responsible Use Agreement will form the basis of the documentation that the students agree to.
 - This application also gives the right for students to access the Northcross BYOD WiFi network using smart phones or mobile devices approved by the school management and IT director.

SUMMARY

Northcross Intermediate School will utilise the Internet and ICT Resources in an appropriate and effective manner to develop Digital literacy skills and to enhance student, staff and community learning.

Northcross Intermediate School acknowledges the potential of the resource for dynamic learning experiences and will utilise it for such purposes.



NORTHCROSS INTERMEDIATE

PROTOCOL OF USE FOR PORTABLE LEARNING DEVICES



Students at Northcross have the option of bringing their own PORTABLE device that can be used to support their learning:

Minimum Specifications for Own Device

- 10" screen
- WiFi capable
- Keyboard—onscreen or portable (must be able to type)
- Antivirus installed and up to date (for major operating systems)

PLEASE NOTE that phones are not considered a Portable Learning Device. All student cell phones are to be handed into the classroom teacher at the start of the day. They must not be used at any time during school time (8.30am – 3pm) unless a student has specific permission from a staff member. Class teachers may at times allow phones to be used for learning purposes if required. If used inappropriately a student's cell phone may be confiscated – to be picked up at the school office by a parent or guardian.

Notes on the NX BYOD

1. All students will have secure access to the NX Wifi, access is monitored and delivered via the school's enterprise firewall and content filter.
2. All students will adhere to the schools Responsible Use Agreement and Digital Citizenship criteria.
3. Students bringing their device are ultimately responsible for that device on the way to and from school and whilst at school. We do recommend having any device covered by the family's contents insurance policy. Northcross is not liable for any damage or loss to a student device.
4. Northcross reserves the right to restrict access to the NX BYOD or to confiscate a device if a student is deemed to have broken digital protocol or Cyber Use guidelines.

This agreement covers the use of students own devices whilst at school:

1. I cannot use the portable learning device on the school WiFi until my parents/caregivers have signed the Responsible Use Agreement
2. If I am unsure whether I am allowed to do something involving my portable learning device I will ask my teacher first.
3. I will use my device responsibly at all times and ensure that no individual is bullied, threatened or targeted using applications or social media via the device.
4. The school and classroom teacher, may confiscate or limit the use of the device for a period of time if it is used inappropriately. Parents may be notified depending on the severity of any offending.
5. In the event of theft of the device, while at school, attempts will be made by the school to recover the device. NOTE that the school is not liable for any damage or loss due to theft.

It is most important that you take good care of your device

- Always use a notebook bag/case whilst transporting your device.
- Only visit trusted Internet sites and do not download without checking with a parent or teacher first.

And take care of YOU – make sure you balance the time you spend on technology with other activities

Student Responsible Use Agreement

When using information & communications technologies (ICT) at Northcross Intermediate I will always be a good digital citizen.

This means that I will...

Be a confident and capable user of ICT.

I know what I am able to do well when using digital technologies. I will get help when I need assistance when using ICT. I will use school IT equipment / digital technologies with respect, knowing that the eLearning resources and systems are for all users.

Use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can be used to talk to people, to buy and sell things, to play games, watch videos and to have my opinion heard. I know when and where it is OK to do each one and that at all times a teacher or supervising staff member can determine what is appropriate.

Think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

Be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

Understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

Always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

Be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

Always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

Help others to become better digital citizens.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

Balance my time between Digital Technology and other activities

A good digital citizen balances their time well and organises the way they use digital technologies. The way you use and manage your use of digital technologies will often be in partnership with your teacher and parent/s.

NORTHCROSS E-LEARNING RESPONSIBLE USE AGREEMENT



Parent Declaration

I understand that Northcross Intermediate is supporting students as they learn the skills required to become successful digital citizens as outlined in the Responsible Use Agreement.

I understand that Northcross Intermediate School has a policy and associated procedures which outlines the schools digital citizenship approach and how this supports teaching and learning.

I understand that the school provides access to the internet and other communication technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

I allow my child's photographic image that has been taken as part of the school programme or related activities to be used for promotional and presentation purposes i.e. digital newsletter, school web site, Google Apps for education, Year Book etc. (Please contact one of our Deputy Principals if you do not wish to have their image used for these purposes).

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent / Caregiver Name: _____ Date: _____

Parent / Caregiver Signature: _____



Student Declaration

I understand that the 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 breach this responsible use agreement, 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 understand that the main purpose for school computers and other information technology resources is to enhance education, improve academic excellence and support classroom learning and any school related activities.

Student's Full Name: _____ Date: _____ Rm: _____

Student's Signature: _____

Digital Device (if intending to use at school at any stage—Optional information)

Make: _____ Model _____ Serial Number: _____

ONCE COMPLETED PLEASE HAND THIS FORM INTO YOUR CLASS TEACHER