

# NORTHCROSS DIGITAL CITIZENSHIP 2020



## Introduction to the Responsible Use Agreement

Northcross believes in a Digital Citizenship model for supporting safe, responsible and trusted use of the internet and digital technologies in teaching and learning. Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

As a student of Northcross 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 values and acting on these whether you're online, or offline, and helping to make our school a positive place to learn, connect and play.

### As a good 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 as 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.
- **Say NO to online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending lots of 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. Get permission before downloading software or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their 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.** While at school your device is exclusively to help you learn. Read the attached sheet which outlines protocols for use of portable learning devices.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.
- **Balance your 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.

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.

### SUMMARY

Northcross Intermediate School will utilise the Internet and IT Resources in an appropriate and effective manner to develop Digital literacy skills and use of Digital tools 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 understand that there will be digital free times enforced by the school (morning teas and lunchtimes) when digital devices are not to be used unless approved by a staff member.
4. 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.
5. 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.
6. 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**



## THE SCHOOL'S ROLE

Northcross Intermediate supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline.

We will do this by:

- making everybody aware of their responsibilities
- planning times in the terms to learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- offering access to the internet and online platforms
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies in the learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

## ONLINE INCIDENTS

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. Northcross will support you if something goes wrong online.

**Online bullying.** Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to Mrs Naidu or your teacher for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

**Report a problem.** We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to the school IT Director or your teacher. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

**Online safety support.** Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [www.netsafe.org.nz](http://www.netsafe.org.nz)

# NX DIGITAL TECHNOLOGIES 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 know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

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 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 the 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 and there may be some actions that Northcross might have to take, such as not being able to use the school device or a device I have brought from home.

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 other school related activities.

Student's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_ Rm: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

ONCE COMPLETED PLEASE HAND THIS FORM INTO YOUR CLASS TEACHER