Digital Citizenship Agreement

This document represents a partnership of sharing and understanding between the school, its students and their families and each party is subject to the responsibilities outlined in the document. The aim of the responsibilities is to keep every user as safe as possible when using a digital device at school and accessing the school network.

Digital literacy or the ability to understand and fully participate in the digital world is fundamental to digital citizenship. It is the combination of technical and social skills that enable a person to be successful and safe in the information age. Like literacy and numeracy initiatives which provide students with the skills to participate in the school environment, digital literacy has become an essential skill to be a confident, connected and actively involved life-long learner.

A digital citizen, as defined by NetSafe:
- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty, integrity and ethical behaviour in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship.

Definitions
ICT – refers to the term 'Information and Communication Technologies' and any device required for access to ICT
BIS – Belmont Intermediate School
Cyber-safety – safe use of the internet and all ICT equipment or device used through the school network
School ICT – refers to the school's computer network, internet access facilities, computers, and other school ICT equipment/devices
ICT equipment/devices – includes but is not limited to computers, laptops, tablets, storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), video and audio players or receivers (such as portable CD and DVD players) and any other similar technologies as they come into school
Inappropriate – refers to material that deals with matters as determined by the Principal or staff of BIS to be against the values of BIS or the benefit to teaching and learning
Safe Storage – is locked in a secure place when not in use

General cyber-safety and network access

This section covers access to devices and general access to the school's network and internet.

Belmont Intermediate School is responsible for:
- Providing a strong and reliable network that is available to the school community for the purposes of teaching and learning.
- Maintaining fast and reliable internet access to its staff and students.
- Providing a safe and consistent internet filtering process that aims to protect all users from misuse as long as the network is used for its intended purposes.
- Developing an integrated digital citizenship programme that promotes the safe and appropriate use of electronic devices.
- Maintaining the ability to monitor activity of all users of the network, which it will do randomly and periodically.
- Maintaining a number of computers for student and staff use onsite.

Belmont Intermediate School maintains the right to:
- Expect every student to meet all their responsibilities, as specified in this policy.
- Randomly and periodically monitor activity of all users of the network.
- Inspect on a student's device their current school work, mindful that the student's private content should remain private.
- Discipline a student by suspending the use of any device in class and their use of the school network. On the first occasion this will be for two weeks. Further infringements will require individual consideration by the school.
- In cases of serious breaches by a student, the Principal maintains the right to permanently suspend a student from using any device and to inform appropriate external agencies and authorities, including the NZ Police.

The student shall:
- Adhere to the school's values at all times whilst online.
- Remember that the use of the school's internet is only for educational purposes.
- Inform their teacher of any concerns they may have about sites they have accessed or others infringing the cyber-safety guidelines.
- Ensure there is a teacher or responsible adult in the room when using a device.
- Keep all passwords secure at all times and inform their teacher if they feel one has been leaked.
- Respect all ICT equipment and use them appropriately.
- Ensure only appropriate information is accessed at all times.
- Not take photographs or film other students without a teacher's and the students' permission.
- Respect the copyrights on software that prohibit copying.

- Avoid disruption of the running of any computer or network.
- Take care not to scan, display graphics, record or play sounds or type messages which could cause offence to or distract others.
- Only download work belonging to them to their device, CD or USB drive.
- Not give anyone on the internet information about themselves or anyone else when using the internet. This includes addresses, phone numbers, usernames, passwords, photographs and credit card information.
- Only be logged into their school Gmail account, only use e-mail for school purposes and ensure the content is always appropriate.
- Immediately inform the teacher if they come across a virus or security problem.

Teachers will:
- Work within the schools responsible use policy for staff.
- Ensure that the teaching and learning provided develops the opportunities for the use of devices to enhance teaching and learning.
- Maintain a high standard of behaviour in the class so that all students can use devices and the BIS network safely and to the best advantage educationally.
- Restrict the use of devices in their class when an alternative learning strategy is being used.
- Require students to produce hand written work.
- Request the removal of a student's access to the BIS network if the student has failed to meet the responsibilities specified in this policy.

Parents/caregivers are responsible for:
- Accepting the contents of this document and supporting the school in its endeavours surrounding digital citizenship and the responsible use of ICT.
- Discussing the contents and intent of this policy with their child regularly.
- Support the school in its aim to keep every user safe on the BIS network.

Parents and caregivers have the right to:
- Expect that BIS will provide a strong, reliable and safe computer network that is open to all members of the school community for the purposes of teaching and learning.
- Expect BIS to continue to develop current, relevant and integrated classroom programmes that make best use of devices and available technology as a tool to enhance teaching and learning.
- Expect their child to willingly show any work on any device that they are currently working on (school or personal).

Publication of student images and work
There are three main reasons for the school publishing students' material online:
1) To educate the student in accordance with the national curriculum, including the role and use of technology in society;
2) To encourage the student to be part of and participate in the school community and
3) To promote the school in the wider community.

The school will publish the material on its own website, class web pages, newsletters, prospectus and New Zealand based websites endorsed by the Ministry of Education.

The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

The school will identify students on the websites only by their first name and year at school. Students' surnames, home addresses and telephone numbers will not be available on the websites, any exceptions will have the written permission of the student and parent.

The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

The school has a designated privacy officer, the Principal, who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

Bring Your Own Device (BYOD)
Belmont Intermediate School will:
- Provide lockable storage in each classroom for student devices when not in use and during interval and lunchtimes.
- Allow a student to use their device for learning during the school day providing they follow the responsible use guidelines within this document.
- Discipline a student by prohibiting a student from bringing a device to school, suspending the use of any device in class and their use of the school network. On the first occasion this will be for two weeks. Further infringements will require individual consideration by the school.
- In cases of serious breaches of cyber-safety by a student the Principal maintains the right to permanently suspend a student from using any device and to inform appropriate external agencies or authorities, including the NZ Police.

The responsibilities of students:
- Bring one fully charged internet capable digital device to school each day.
- Ensure their device is clearly named.
- Lock the device in the safe storage area when not in use, at interval and at lunchtime.
- Remember their device is their responsibility and ensure they do not allow others to use it without them being present and giving specific permission.
- Adhere to the responsible use policy at all times.
- Use the device brought to school only for the purposes of learning, as directed by their teachers. No games or similar are to be played through the school network unless their teacher has given specific permission. Downloading from the internet should only be done at the request of a teacher.
- Ensure their device is fully charged each day, prior to arriving at school. No facilities for charging will be available at school.
- Take their device home at the end of every school day.

- Inform their teacher if there is going to be a change in the device that they are bringing to school.
- Accept that if they do not adhere to these responsibilities that they may be disciplined.

Responsibilities of the parent/caregiver of a BIS student:
- Endeavouring to provide their child with a functioning device that has a screen size larger than 10 inches and which meets the recommended specifications of being Wi-Fi capable, be able to operate Google Chrome browser and Google Apps for Education and have a minimum battery life of five hours.
- Remaining aware of what the student is doing with their device.
- Ensuring the student understands the value of the device and respects it.
- Obtaining insurance for the device.
- Notifying the school of any suspected misuse of the device in school time or on the school network.
- Recording and storing details of the device, including the serial number of the device.

Security and insurance:
- The device is the property of the student and parents/caregivers and as such it is up to the student and parents/caregivers to take due care of it.
- The school will take no responsibility for loss or damage beyond a normal investigation into an incident involving student discipline.
- The school is not insured for the device, insurance is the responsibility of parents/caregivers.

Signatures

General cyber-safety and network access

Student
- I have read this document carefully and understand the content.
- I understand the use of the school's internet and network is for educational purposes only.
- I understand the school has filtering devices and that if I access anything inappropriate I will inform a teacher immediately.
- I understand that I have to be responsible to keep myself and other users safe when using any device, the internet and the school network.

Student name _____ Room _____

Date _____

Parents and caregivers
As parent/caregiver of this student, I have read the contents of this document and discussed it with my child. I understand that internet and network access is designed for educational purposes and BIS takes precautions to eliminate controversial material. However, I also recognise it is impossible for BIS to restrict access to all controversial materials and I will not hold the school or its staff responsible for any material acquired on the network.

I further understand that access to this service may be denied if this agreement is breached and will fully support the school in any action it takes.

Parent/caregiver name _____ Signature_____

Date _____

Online publication of student work and images

Permission for online publication of a student's image and work
I have read and understand the BIS procedures above regarding the internet publication of student images and work and the guidelines contained in the procedure. I give permission for BIS to publish images of the student on the internet, as well as any work that he or she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by written notice to the school.

Parent/caregiver name _____ Signature_____

Date _____

OR

I DO NOT give consent for the above

Parent/caregiver name _____ Signature_____

Date _____

Bring Your Own Device (BYOD)

Student
I will fulfil my responsibilities as outlined in this document regarding use of my digital device and my BYOD privileges.

Student name _____ Room _____

Date _____

Parents and caregivers
I agree to support my child and the school regarding the responsible use of their device and my BYOD responsibilities as parent/caregiver as noted above.

Parent/caregiver name _____ Signature_____

Date _____