



# Gulf Harbour School

## Digital citizenship Responsible Use Agreement For Students and Parents

Learners Name: \_\_\_\_\_

Room: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Email: \_\_\_\_\_

The student agreement has been signed? Yes/No

The Parent/Guardian agreement has been signed? Yes/No

# Responsible use agreement

## Introduction

Gulf Harbour 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 and knows when and where it is ok to do each one
- 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 a better digital citizen

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 or disrespected, then we might stop them from using the internet and other technology at school.

# Terms of Use Agreement

## Student Agreement

### Devices: All Students

- I will use devices for school purposes only and websites used will be to help my learning.
- I will respect all school devices and endeavour to keep them safe, including not leaving them on the floor, walking around with a laptop open and not having food and/or drink near a device.
- I will not use screensavers, backgrounds or pictures that are offensive.
- If I bring my own device to school I will give it to my teacher for safe keeping during school hours and I understand that the school takes no responsibility for loss or damage of this device.
- If I bring my own mobile phone/ smartwatch to school, I will give it to the office for safe keeping during school hours and I understand that the school takes no responsibility for loss or damage of this device.

### Google accounts:Y3 – Y8

- I understand that my Google account is school property. Teachers can access my account at any time and are able to monitor my use.
- I will produce work and use this space in a way that I would be proud to show my teacher.
- I will keep my password private from other students and will not change my password without the school's permission.
- I will not use school Google accounts to set up other accounts on the internet without teacher permission,
- I will show our school values whilst online and leave a positive digital footprint, respecting myself and others at all times.
- I will not email or message using my school google account without teacher permission.

**\*These terms of use also apply to any BYOD devices that you have been permitted to bring.**

**\*Failure to follow this agreement will result in the suspension of the school chrome account and removal of the device for use.**

### Student Declaration

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 breach this responsible use agreement, I may lose access to any devices or school accounts.

Signed.....

Name.....

Date.....

# Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- 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 and integrity 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

I understand that our school has a policy and associated procedures\* which outlines the schools digital citizenship approach and how this supports teaching and learning.

\*These documents are available on our school website: [www.ghs.school.nz](http://www.ghs.school.nz)

I understand that the school provides access to the internet and other communications 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.

**Students image**

I give permission for my child's image or work (printed, digital or video) to be used where appropriate. E.g. newsletter, blog, website, classroom displays etc.

**Email**

I give permission for my email \_\_\_\_\_ to be used for newsletters, notifications, fundraising initiatives and emergencies such as evacuations and lockdowns etc.

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 / Guardian Agreement**

- I acknowledge that my child and I are to follow the expectations in the Terms of Use Agreement and that failure or violation of these guidelines may result in your child losing access to devices and their school account, or in the case of serious misconduct incidents, facing disciplinary action.
- I will be responsible for monitoring my child's use of the internet when he/she is not at school.

Signed.....  
Name.....  
Parent of .....  
Date.....