



Ngaio School

CYBERSAFETY & DEVICE USER AGREEMENT

YEARS 4 to 6

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in the ways we behave when we are online. At Ngaio School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Ngaio School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

Ngaio School's Role

Ngaio School wants to help you learn in the best ways we can, and keep you safe at school whether you are online or offline.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers
- using filtering software to protect everybody
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment

Your Role

We want our school to be a place that is safe and friendly, where we can learn, play and explore. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. We need everyone to choose safe, careful, and fair ways of using devices and online spaces. When you have permission from your classroom teacher to use a digital device and the internet, as a digital citizen this means you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind, respectful way. Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure. Because language online can be quite different from a conversation in person, try to understand what people are

saying before you react or respond to them. If you are not sure you can ask them or someone else to explain.

- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them. 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.
- **Keep it responsible by:**
 - Asking a teacher if you want to print something.
 - Respecting school equipment and furniture.
 - Not bringing any software from home to use on a school device.
 - Not downloading anything without asking a teacher.
- **Keep it secure.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device.
- **Keep it comfortable.** Use a z-frame or sit, stand or kneel at a desk or table.

When Things Go Wrong Online

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Ngaio School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers Ngaio School will help you sort it out. The important thing is to tell a teacher or another adult you trust.

Online bullying. Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

Report a problem. If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

Online safety support. Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at netsafe.org.nz

Student Statement

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 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 at Ngaio School. There may be some actions that my school might have to take, such as not being able to

use school devices.

I understand and agree to use digital technology and the internet at school safely and for learning.

Please Return this portion to school

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Signed _____ Name _____ Date _____

Parent/ whānau/Guardian Declaration

Please complete this section to indicate you are aware of this agreement. Thank you.

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.

Signed _____ Name _____ Date _____