

STUDENT DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

Digital technology is increasingly important in schools and has become essential for learning in our modern world. To prepare our children to become confident, connected, lifelong learners, we must also prepare them to be confident users of a range of technologies.

The teaching and learning of our boys are our focus. Technology is a tool that helps in this process as we endeavour to provide every boy, every opportunity to excel in developing them in mind, body and spirit.

At Wellesley, we have a range of school owned computers, iPads and Chromebooks that students in Years 1 - 4 are provided with to assist with the teaching and learning programme. In Years 5 - 8 our students are expected to “Bring Your Own Device” (BYOD).

We take pride in providing filtered software that restricts access to certain sites and applications when connected to the school domain. Our partnership between home and school, through the use of [Family Zone](#) ensures a safe platform when students are accessing the internet through external connections.

The Family Zone application is able to be utilised at home with your family, as well as at school. To find out more about Family Zone, please go to: <https://wellesley.cybersafetyhub.nz>.

We are aware that students can experience challenges when using technology and make every effort to support students to manage those challenges effectively if they arise. We believe that learning to deal with these challenges in a safe environment with the appropriate support will better prepare them to deal with any challenges they face in the future.

The following **Student Digital Technology Acceptable Use Agreement** that we have adopted should be seen as a signal that we do indeed take our responsibilities in the use of digital technology, very seriously. We expect that a Student Digital Technology Acceptable Use Agreement should be signed each year by all students as a reminder of the importance of responsible behaviour in this area and in recognition of how quickly technology and its associated risks change.

Please discuss the attached with your son, sign and return to school. If you have questions or concerns about the way in which technology is being used by your child at school, or with any aspect of the agreement, we are happy to discuss this with you at any time.

Kind Regards

Michael Bain – *Principal*

STUDENT DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT

WELLESLEY'S ROLE

Wellesley supports you by helping you to 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.

YOUR RESPONSIBILITIES

As a student of Wellesley 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. This is being a 'digital citizen'.

As a digital citizen, you will:

- Ensure that you have the **Family Zone – Mobile Zone** application installed **and** activated on **all** devices that you bring to school, including mobile phones and devices for the BYOD classes.
- **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.
- **Avoid online bullying.** 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.
- **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 to the school network 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.** You may only use your personal device(s) in class at the discretion of your teacher, while adhering to this agreement and with Family Zone installed on your device. Keep your device(s) on silent during school hours and do not use it during break times unless you have permission to do so.
- **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.
- Only **download and update** applications or software that your teacher or parents have given you permission to use.
- Use your **Microsoft Account** for the creation and storage of tasks related to your learning.

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. Wellesley 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 this to your teacher, Mr Parker or Libby for help. It is important to think about sharing what has 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 your teacher, Mr Parker, or someone from Cyclone. 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 [netsafe.org.nz](https://www.netsafe.org.nz)

ACCEPTANCE

Please return this page only to school, once it has been completed and signed.

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

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Student Signature _____ Date _____ Class _____

Student Name _____

PARENT DECLARATION

I have read and discussed the **Student Digital Technology Acceptable Use Agreement** with my son and believe that he understands his obligations, to the best of his knowledge, and with regards to his age. I know that if my son makes choices or behaves in ways that do not align with this Agreement there may be consequences or outcomes that the school will talk about with me. I am aware that any cost incurred as a result of wilful damage or failure to adhere to this Agreement will be charged to my son's school account.

My son will be bringing the following devices to school (please tick):

Laptop

Cell Phone

iPad / Tablet

Parent Signature _____ Date _____

Parent Name _____