



St James' Catholic School

Whakaruru Hau      A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

## Digital Citizenship and Internet Use Agreement For Years 0-6

Dear Family/Whanau

Please read through each area of the St James' Catholic School Digital Citizenship and Internet Use Agreement and sign that you agree to these

### Important Terms used in document

- (a) Digital Citizen: a person who develops the skills and knowledge to effectively use the Internet and other digital technology, especially in order to participate responsibly in social and civic activities.
- (b) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
- (c) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (d) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (e) below.
- (e) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, ipads, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods,) cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

There are three important areas to acknowledge as a user of the device. Best learning happens when strong, respectful partnerships are formed and nurtured in our community. Open communication and on-going conversations allow family/whanau to contribute to and share in their child's learning.

- Responsible Use Agreement:
  - Learner
  - Whanau - Parent /Caregiver
  - School

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St James' Catholic School. The overall goal of our school is to teach, guide and protect our learners so they become digital citizens to ensure they are safe online.

This user agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All learners will be issued with a user agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment/devices.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school may monitor traffic and material sent and received using the school’s ICT network.

The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

# SAINTS

“Live the Truth”

## Digital Citizenship and Internet Use Practices for Years 0-6 Using the St James’ Catholic School SAINTS Gospel Values.

Strive	Acceptance	Integrity	Nurture	Talents	Service
<p>I will strive to make responsible choices when using all ICT devices and when learning online.</p> <p>I will strive to share my learning with my family through online learning journals.</p>	<p>I will show acceptance by displaying positive online behaviour.</p>	<p>I will show respect to others when using the school network and school email accounts.</p> <p>I will be honest in my online interactions.</p> <p>I will only use devices when I have been given permission by my teacher.</p> <p>I will keep my password private.</p> <p>I will be responsible for asking the teacher’s permission before I put personal information online.</p>	<p>I will be nurturing towards others should anything inappropriate appear.</p> <p>If this happens, I will do the following: Not show others, Click on the ‘Hectors Safety Button’ and get a teacher straight away.</p>	<p>I will use my gifts to support others when using digital technologies.</p>	<p>I will show service by the way I look after all school ICT equipment, at all times, and report any damage or breakage to my teacher.</p> <p>I will respect the equipment (my device, power charger and any other accessory) by always looking after it and storing it in a safe place.</p>

I understand that if I break any of these Digital Citizenship and Internet Use Agreement rules that the school may contact my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

**WHANAU - Parent/Caregiver Agreement:**

- I will read this Digital Citizenship and Internet Use Agreement.
- I will discuss the information with my child and explain why it is important.
- I will ensure we apply and promote the Digital Citizenship SAINTS values at home.
- I will interact with my child's learning in a kind, positive and helpful way.
- I will support the school's Digital Citizenship and Internet Use Agreement.
- I will return the signed agreement to the school.
- I understand that my child will be able to use digital technologies at the school once this agreement has been signed and returned to the School Office.

**SCHOOL Agreement:**

- We will do our best to enhance learning through the safe use of ICT and restricting access to any inappropriate sites of information on the internet.
- We will work to develop an understanding of being a Digital Citizen and provide learners with strategies to keep themselves safe online.
- We will offer technical support for learners devices where applicable.
- We will ensure the classroom environment adheres to the Digital Citizenship and Internet Use Agreement.
- We will support parents in engaging with learners work.





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## **St James' Catholic School Digital Citizenship and Internet Use Agreement**

The following child and parent(s) have recognised the terms in the Digital Citizenship and Internet Use Agreement and have agreed to partner together to ensure all elements of this document will be upheld during the user's time at St James' Catholic School.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**(Student)**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**(Parent/Caregiver)**

**Date:** \_\_\_\_\_

Once signed, a copy of this agreement will be held on file.