



## St JAMES' CATHOLIC SCHOOL BOARD OF TRUSTEES

### Digital Citizenship and Internet Use Agreement Policy

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| <b>Date reviewed:</b>   | October 2016  |
| <b>Review Team:</b>   | T Edwards, G Clear, Jenny Te Amo, A Marlow, A Walker  |
| <b>Date of Next Review:</b>   | October 2019  |
| <b>Connection to the Bishops Document "The Catholic Education of School Age Children"</b> | 66: For a Catholic School the values it promotes must be sourced from the Gospels particularly the parables of Jesus.<br>72: Virtues give us the strength to do what is right. A Virtue is an habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of him or herself. |
| <b>Related Documents:</b>   | Netsafe Kit for Schools   |
| <b>NAG:</b>   | 5   |
| <b>Signed:</b>  |   |
| <b>Approval Date:</b>   |   |

#### INTRODUCTION

The Digital Citizenship and Internet Agreement Policy is an agreement between learners, whanau and school to ensure that best care and responsibility is exercised with the devices during each student's learning time.

The purpose of this policy is to provide the guidelines and procedures to ensure teachers know how to teach and guide learners to become digital citizens within the school environment.

#### GUIDELINES

St James' Catholic School supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

The board recognises that by fostering a culture of successful digital citizenship in our learners, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while learning to effectively respond to the challenges we may experience while using them in a learning context.

The Board is aware that preparing our learners to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is clear that a key skill in our society will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought by learners and teachers.

The Board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

#### **AGREEMENT**

St James' Catholic School will develop and maintain procedures with safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community. St James' Catholic School will ensure all learners will engage in learning programs that will teach them skills to enable them to be responsible digital citizens and users of ICT's.

The school will consult with parents and the wider school community, as to how it intends to use ICT and explain how it benefits the teaching and learning process.

These digital user agreements will aim to not only maintain a safer school environment, but also aim to address the needs of learners and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

The school has the right to monitor, access and review all use of their internet facilities and ICT equipment and may carry out an audit of equipment owned or leased by the school at any time.



## 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:<br/>Not show others,<br/>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.



St James' Catholic School

Whakaruru Hau      A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

## 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.



## St James' Catholic School Bring Your Own Device (BYOD) User Agreement

I want my child to bring their own digital device to school for use in the classroom learning programme.

I understand (please tick each statement):

- Devices your child can bring include ipod touch, ipad, tablet, Chromebook and laptop.
- All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.
- The school holds no responsibility for any loss or damage, which might occur.
- Children should bring devices to school each day fully charged. Anti-virus software must be kept up to date on devices brought to school.
- The St James' Catholic School technician or staff will not repair devices that have malfunctions. It is the responsibility of the parents to ensure any issues with their child's device are resolved.
- Devices will be used during learning time under adult supervision.
- Devices brought to school are for the use of my child.
- The school adheres to a 'sharing screen' concept, whereby my child may share his/her screen with others. In collaborative group work, there may be 2-3 children working together, however my child is in charge of his/her device.
- Children will use cloud-based applications such as Google Apps for file management and are allowed to access this at home with parent permission.
- It will be my child's responsibility to take the device home each night. My child will still be expected to use pen and paper as part of their learning in addition to the purposeful use of their device.
- Devices will be transported to school and home in my child's school bag or device bag.
- Rules governing the use of any school-owned digital device will apply to student-owned devices while they are at school. This includes adherence to the Copyright act and Cybersafety and Internet Use policy. This is in accordance with our Digital Citizenship and Internet Use Agreement Years 0-6

As a parent/caregiver I/We agree to:

- Assist and encourage my child to meet their BYOD responsibilities
- Purchase and load any required apps onto my child's device
- Monitor and ensure that all apps installed on my child's device are suitable
- Reinforce classroom learning of digital citizenship including responsible use of internet facilities
- Discuss with my child any damages to their device and arrange for these to be repaired or replaced at my child's/my cost
- Discuss with my child how they are using their device to assist their learning, view the current learning and provide oral and digital feedback where possible.
- Attend any applicable digital information sessions provided by St James' Catholic School for parent/caregivers

As St James' Catholic School we agree to:

- Provide reliable wireless access to our school network and the internet.
- Provide approved website filtering protection.
- Provide a lockable space for students to store their devices during break times Provide education to students on matters related to digital citizenship.
- Plan for and implement digital learning activities where the student’s device can be utilised to enhance their learning.
- Notify parent/caregiver of any issues arising where the student struggles to meet their BYOD responsibilities.

As St James’ Catholic School Learners we agree to:

- Charge our devices.
- Use only the school approved learning apps.
- Be the only person who uses my device.
- Check with our teacher before communicating online with others outside our classroom learning space.
- Store our devices in the storage unit provided and ensure we follow the rules for storage.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **(School)**

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

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

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

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