



Fully Focused On The Learner

## Student User Agreement 2021

Naenae Intermediate School supports you by helping you 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
- teaching 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
- keeping safe the personal information the school collects about you
- endeavouring to protect your rights to a safe and positive online environment
- providing opportunities to use digital technologies in learning at school

As a student of Naenae Intermediate School 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 A.K.O 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. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways. Social networking sites are not permitted to be accessed at Naenae Intermediate school.
- **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. At Naenae Intermediate we don't interfere with other people's work or files.
- **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 your 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. Do not download software to the school network or connect new devices. At Naenae Intermediate you are not permitted to use school computers to access or create material that is offensive, inappropriate or illegal.
- **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.

### Important Information to understand :

- **All devices brought to school are my responsibility and the insurance for my device is my parents responsibility. Teachers will provide a locked cupboard in which devices will be stored when not in use.**
- **While the school takes all reasonable steps to minimise the risk, it takes no responsibility for any loss or damage which might occur**
- **Any misuse of my device or deliberate disconnection from the school's wifi will incur serious consequence, starting with a suspension of google drive and contact made with parents.**
- **Apps and software on devices must be checked by teachers before being downloaded and kept up to date, particularly anti-virus software.**
- **Rules governing the use of any school-owned digital device will apply to student-owned devices while they are at school. This includes adherences to the copyright act and school digital citizenship policies. This is in accordance with our responsible computer use agreements.**

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
PARENT/ WHĀNAU/ GUARDIAN DECLARATION

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 \_\_\_\_\_