

Glenbervie School Digital Citizenship Responsible Use Agreement For Students and Parents.



Student Agreement:

Please read this agreement carefully with your parent/whanau. Make sure you understand your responsibilities when using devices at school. It is important to keep safe while using the internet and other technologies that help us to access learning. These devices include, but are not limited to iPads, Chromebooks, Chromeboxes, and any other technologies associated with internet use.

I will follow the school's safety rules:

- **I cannot use the Internet at school without signing and handing in this Use Agreement**
- School devices will be used to help me with my classroom learning
- I can use digital devices at school for activities that my teacher has approved
- I know that I must not use any device to do anything that would hurt or embarrass me or someone else, even as a joke
- I will take care of the digital devices used at school including their cords and other accessories
- I will take special care when using digital devices for activities outside of the classroom
- I will not change any computer settings without the approval of the teacher in charge of computers for the school.

I understand that:

- I will keep my password confidential
- I will log out when I have finished using a digital device
- If I go to use a device that the previous user has not logged out of, I will immediately log them out. I will not access any of their content
- I will not engage in on-line chat.

I agree to keep myself and other users safe by:

- Using the school network appropriately, which means only accessing content and activities that my teacher has approved
- Telling my teacher immediately if I accidentally come across dangerous, mean or rude material, and not showing any other students.

Computers show a history of sites visited and this will be monitored by staff.

- Telling a teacher if I find something online that I am not sure about or that could harm the school's network (e.g. viruses).
- Keeping my personal information private when online – this includes addresses and phone numbers
- Telling a teacher if I come across any problem or if I am not feeling safe.

Chrome accounts: Y3 – Y6

- I understand that my gmail account used to login to the chromebook, is school property. Teachers can access my account at any time and are able to monitor my use.
- I will produce work and use this space in a way that I would be proud to show my teacher.

- I will keep my password private from other students. Teachers may request my password at any time.
- **I will not use school gmail accounts to set up other accounts on the internet without teacher permission, e.g. registering for social media accounts.**
- I will show “digital citizenship” in these spaces and leave a positive digital footprint.

I have read my Digital Citizenship Student Use Agreement with my parent/whanau, asking them to explain any part which I do not understand. I know what the school rules are about the use of computers, iPads, the internet and other learning devices. I know that if I break these rules there may be serious consequences:

- My parents/whanau will be told
- I may lose the right to use school computers/ my computer, the internet, and other technologies.

Student Name: **Room:**

Signature: **Date:**

Digital Citizenship Use Agreement – Parents/Caregivers:

I have read through this Use Agreement and understand that my child may not access the internet at school without this Use Agreement being signed and returned to school.

I have gone over the information with my child and explained its importance. I understand that if my child damages equipment, this could result in the cost of replacement parts or repairs being claimed from the child's family.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the internet or other communication technologies, it is the responsibility of my child to report accidental accessing of such material or activities.

I give my permission for: **Room:** to be given access at school to computers, iPads, the internet and other learning technologies.

Name of Parent/Caregiver:

Signature Parent/Caregiver: **Date:**

Please return this to your teacher after it has been signed.