

RIVERINA SCHOOL

POLICY STATEMENT

DIGITAL CITIZENSHIP

Rationale

ICT applications are integral tools for learning. These applications must be taught and used in a safe and protective environment, where staff and students are aware of their responsibilities as digital citizens. The safety of students is of paramount concern.

Purposes

1. To educate staff, students and other school community members about digital citizenship.
2. To maintain a digitally safe school environment.
3. To meet statutory obligations.

Guidelines

1. Students/staff members will be supervised while using digital technologies. The degree and type of supervision will vary depending on the type of technology used and the needs of the students.
2. Students will not post personal contact information about themselves or other people over the internet.
3. Students will immediately disclose to a staff member any inappropriate messages or images they come across while using ICT.
4. Each student must have parental/caregiver permission to use the internet. This will be in a form signed by caregivers and the child when he/she first enters the school.
5. Students must have teacher permission to use the internet.
6. Restrictions will be made on the material that can be accessed on the internet at school (Watchdog).
7. Education about digital citizenship, including the use agreements, will be provided for staff and caregivers. This will enable appropriate digitally safe education to be integrated through teaching programmes.
8. School internet facilities or school-owned/leased ICT devices, may only be used after the appropriate use agreement has been reached. Use agreements also apply to the use of privately-owned/leased ICT devices on the school site, or at any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
9. Riverina School Use Agreements will cover all board employees, students and any other individuals, (such as teacher trainees, relieving teachers, external tutors and providers, contractors, and other special visitors to the school) authorised to make use of the school internet facilities and ICT devices.
10. Use of the internet and the ICT devices by staff, students and other approved users at Riverina School is provided for educational, professional development, and personal usage appropriate in the school environment, as defined in individual Use Agreements.
11. The school has the right to monitor, access, audit and review all use, at anytime, any material on equipment that is owned or leased by the school. This includes personal emails sent and received on the schools computers and/or network facilities at all times. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
12. Any apparent breach of digital citizenship will be taken seriously and lead to a comprehensive investigation.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies.
- (b) '**Digital Citizenship**' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

RIVERINA SCHOOL

STUDENT DIGITAL CITIZENSHIP AGREEMENT

Read this sheet carefully. Then keep it so you can read it later. That way you will not forget what it says.

These are the important rules I must follow to keep myself safe while using technologies:

1. I cannot use the internet at school without signing and handing in this Agreement.
2. School technologies are to help me with classroom learning. They are not for play.
3. The only time I can use the internet and email at school is when a teacher/adult is supervising me.
4. I am not allowed to try and look up things on the internet which I know are not for children. This might be information which is dangerous or makes me feel uncomfortable. Some of it is against the law. (If I do not understand I will ask my teacher.)
5. I must be sensible when using the internet and other technologies. I know that I must not do anything that would hurt me or someone else. Even as a joke.

I agree that:

I will take care of our school technologies:

- I will not damage any equipment.
- I will not copy any software.
- I will not bring software from home to use on a school computer.
- I will not print anything without the permission of the teacher/adult.

I will be considerate of other users:

- I will not use technologies to be mean or rude to others.
- I will not keep technology for my use only.
- I will not deliberately disrupt the technologies or the school's network.
- I will inform a teacher/adult if I see someone not observing the rules.

I will look after myself sensibly:

- I will not give anyone on the internet information about myself or others – this includes addresses and phone numbers.
- If I come across dangerous, mean or rude material or if I am not feeling safe. I will immediately tell the teacher/adult, without showing any other students.
- I will only use sensible words when using a search engine.

I understand that if I break this Agreement in any way I may lose the right to use the internet and technologies at school. As well, the school may tell my parent/caregiver and may also take disciplinary action against me.

RIVERINA SCHOOL

STUDENT DIGITAL CITIZENSHIP AGREEMENT

I have read my School Digital Citizenship Agreement, and I know what the school rules are about the use of technologies and the internet. I know that if I break these rules there may be serious consequences:

- My parents/caregivers may be told.
- I may lose the right to use school technologies and the internet.
- The school may also take disciplinary action against me.

Name: **Class:**

Signature: **Date:**

RIVERINA SCHOOL

STUDENT DIGITAL CITIZENSHIP AGREEMENT

Parent/Caregiver Section

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide

I understand that Riverina School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of digital citizenship through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves digitally safe
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about digital citizenship issues

My responsibilities include:

- I will read this digital citizenship agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's digital citizenship programme by encouraging my child to follow the digital citizenship rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school digital citizenship manager to discuss any questions I might have about digital citizenship and/or this use agreement and I am welcome to do this at any time.

Additional information can be found on the NetSafe website www.netsafe.org.nz/ua

Please detach and return this section to school.

I have read the School Digital Citizenship Policy and 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 also understand there may be serious consequences if the rules are broken. I have gone over the information with my child and explained its importance. I understand that if my child steals or damages equipment this could result in the home receiving a bill for the cost of replacement parts or repairs.

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 have no involvement in such material or activities. I also understand this Agreement applies to communication technologies my child brings into the school environment.

I give my permission for to be given access at school to computers, the Internet and other communication technologies.

Name of parent/caregiver:

Parent/Caregivers signature: **Date:**

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.