



Student Digital Citizenship contract

School-wide expectations for technology use

	Manaakitanga	Perseverance	Sauni	Excellence
Online	<ul style="list-style-type: none"> - Protect dignity online - Be kind, Be safe. - Protect privacy. - Look after facilities. - Reference other people's work. - Report concerns and abuse to self and others. 	<ul style="list-style-type: none"> - Ask for help if you need it. - Learn how to use a variety of programmes on the computer. - Check your information on more than one source. 	<ul style="list-style-type: none"> - Be ready with your password. - Know your log in. - Check your school email frequently. - Stay focussed on the learning. 	<ul style="list-style-type: none"> - Use technology to enhance your learning. - Use your time wisely in class on the given tasks. - Demonstrate leadership by role modelling positive behaviours online. - Show the best of yourself online.

Student commitment

When I use Technology, both at school and at home I have a responsibility to follow the above expectations.

At Aotea College we:

- Do not bring or download unauthorised programs or files.
- Protect the privacy, confidentiality and the dignity of individuals by not disclosing, using, distributing or publishing information about individuals in any way that may cause them harm
- Harness our ICT expertise and skills to support and enhance the work of the school, rather than engaging in destructive activities such as hacking, uploading viruses, damaging infrastructure, distributing spam or deleting the work of others.
- Do not plagiarise, ensuring that we properly reference the work of others.
- Protect our relationships by not accessing, sharing, sending or publishing material that is hurtful, offensive, inappropriate or false.
- Do not use ICT to photograph, video or record people in the school context, or publish or distribute those recordings, without the express permission of the supervising teacher.
- Exercise appropriate care for ICT property and the resources of the school and of other people.
- Ensure that the use of ICT and mobile devices at school is related to the genuine curriculum and education-related learning activities.
- Recognise the authority and responsibility of staff to direct, permit, restrict and authorise the use of ICT at school and act accordingly.
- A phone may have specific learning purposes but is not suitable for regular use and should be kept on silent and not be used in lessons without teacher permission.
- Staff can view content in your google account.
- Teaching staff can view your internet browsing history when you connect to the school wifi
- Keep our password secure and inform the office if we suspect someone may know our password.

This policy also applies to students during school excursions, camps and co-curricular activities.

I have read and agree to follow these rules. I understand that my access to the internet, computers and mobile technology at school may be withdrawn if I do not act responsibly.

Student name: _____ Student signature: _____



Digital citizenship – Parent permission

- ✓ I agree to allow my daughter/son to use the internet at school. I have discussed responsible use of the internet with her/him.
- ✓ I will contact the school if there is anything here that I do not understand. If there is a situation that concerns me, I will contact either the school or Netsafe www.netsafe.org.nz

Parent/Caregiver signature: _____ Date: _____

Technology provided to all students

All students are provided with:

- A google apps account for email, online documents and publication.
- Please note the school google account will be available for the duration of the time students are at school and will be archived for at least 3 months after the student leaves the college. Teaching staff can view content in your google account. Students are responsible for ensuring that they backup the documents, emails or other information to take with them when they leave the school. Students should use a personal email as the primary email for any personal devices and add the school email address as a secondary email address.
- A network login to access school computers and to save work to the student home drive on our network.
- A log in to the whanau portal where attendance, achievement and other student information can be accessed.

All parents are provided with:

- a log in to the whanau portal where attendance, achievement and other student information can be accessed.
- Parents should supply an up to date mobile phone number to ensure you will receive text messages if a students is absent without justification
- Parents should supply an up to date email address to ensure emailed newsletters and other important information reaches them.

Usernames and passwords are provided to whanau by email each year. Copies of this email can be requested as a letter from the office. Passwords will be updated each year. Students and parents should request to have their password reset at the office if they are worried that it is not secure or may be known to someone other than the student or caregiver.