

# Ashgrove School

## Y 5-8 Student Digital Technology User Agreement

Student: \_\_\_\_\_

### DIGITAL CITIZENSHIP AT ASHGROVE SCHOOL

As a student at Ashgrove School and also part of our community, I have a responsibility to be a trustworthy Digital Citizen. This means when I use digital technology and online spaces, I will show my ASHGROVE STAR values by learning ways to keep myself safe and that I will make positive choices in ways I behave when I am using digital technology.

## DIGITAL CITIZENSHIP

As an Ashgrove STAR student, I agree to...



### SERVICE

Contribute to and promote the values of Digital Citizenship when using a digital device at school.

Use my Gmail account for only activities related to my learning in and out of school, whether it is on a school's digital device or my own.

Use and view only websites or apps that are related to my learning.

### TRUST

Use, view, create, send and/or comment on documents, photos, images, videos and/or audio that is positive and not harmful or hurtful towards someone's wellbeing.

### ATTITUDE

### RESPECT & RESPONSIBILITY

Responsible for my own behaviour when I am on a digital device whether it is the school's digital device or my own.

Tell and show a teacher and not other students if I accidentally come across inappropriate or harmful material online.

Use only my name and accounts and keep my passwords to myself.

Care for a school and/or my own digital devices by:

- Not eating or drinking near a digital device.
- Carrying it with care at all times.
- Returning it to the right place and putting it on charge.
- Telling a teacher as soon as I can about a problem or breakage.

### ONLINE INCIDENTS

#### Cyberbullying

I understand that cyberbullying is using electronic communication to deliberately and repeatedly bully someone else by sending, sharing, commenting or posting inappropriate digital information which includes messages/photos/videos/audio of an intimidating or threatening nature that may cause harm to someone's well being.

Involvement in cyberbullying will result in the involvement of my parents/caregivers, Team Leader, Deputy Principal(s), Principal and/or Police and I may receive consequences (which may include a significant digital technology ban or involvement with the Police).

**If you are being cyberbullied STAY CALM and THINK CAREFULLY:**

Online bullying is not acceptable at Ashgrove School. If I am or somebody else is being bullied or criticised online, I understand that:

- I need to tell a trusted adult (a parent/caregiver etc) and report it to my teacher, principal, deputy principal, netsafe or the Police
- I do not respond to the message or make further contact with the person who is bullying me
- I will keep a record of comments/messages/photos/videos/audio so the incident can be investigated further
- I have the right to block anyone of my choice who is harassing me online.

**STUDENT STATEMENT**

I know about the ways I should use digital devices and online spaces at school for learning.

I know about the ways I should use Ashgrove Gmail account for learning inside and outside of school.

I understand that the school can see and will check my devices, Gmail, documents and online spaces history at any time. I know that if I behave in ways that are not safe online, respectful or responsible, there will be actions that my school will take with a digital ban, parents/caregivers and/or Police contacted.

I understand and agree to use digital devices, online spaces and my Ashgrove Gmail account (inside and outside of school) safely and for learning, whether it is on a school or my own device.

**If you understand these conditions and agree by these terms please sign.**

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT/WHANAU/CAREGIVER DECLARATION**

I have read the Ashgrove Digital Technology User Agreement and have gone over the information with my child and explained its importance.

I know that if my child makes choices or behaves in ways that do not align with the Ashgrove Digital Technology User Agreement, or if theft or intentional damage has occurred, there may be consequences, outcomes or costs of replacement that the school requires me to meet.

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_