



Student Agreement for the Safe Use of Digital Technology

In order to meet the objective of ensuring that teaching and learning is student-centred, through the use of digital devices, Hillcrest High School is committed to creating a safe online learning environment, and the development of students as capable digital citizens, as described in the Digital Citizenship Policy.

This agreement outlines the school's role in promoting the use of digital technology for learning, and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community.

ROLE OF THE SCHOOL

Hillcrest High School will develop and maintain procedures around the safe and responsible use of digital technologies, school's network and systems, and the internet.

These procedures will maintain a safe school environment, as well as providing opportunities to receive and participate in education and support around the safe and responsible use of digital technologies and online environments.

STUDENT'S RESPONSIBILITIES

As a student of Hillcrest High School and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline. This means enacting our school value of Respect for others, and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it positive.**
Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.**
Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Act cautiously.**
Anything you post or do online can influence what people think of you. Also, always think carefully about whether the information you see online is true. If you are unsure of something you will check to make sure it is correct.
- **Avoid online bullying.**
It is never okay to create or forward content that is harmful, inappropriate or hurtful, and may be against the law. If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.

- **Be security smart.**
Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, not taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.**
Before downloading software to the school network or onto devices, ask for permission. It is never okay to interfere with the school systems, digital technologies, equipment/network or the online security of another person.
- **Recognise others' work.**
Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.**
Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **Use personal devices sensibly.**
Keep your device on silent during school hours and only use it outside class time, unless you have been given permission to use it during lessons.
- **Seek help.**
Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done, or contact Netsafe (<https://www.netsafe.org.nz/contactnetsafe/>) directly.

Developed using the Netsafe Policy and User Agreements (<https://www.netsafe.org.nz/the-kit/policy-user-agreements/>)

STUDENT DECLARATION

I understand the expectations and behaviours required of me when I use digital technologies at school. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.

I understand I have the right to use and experience online environments and digital technologies in positive ways, as do others. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and the responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the User Agreement there may be consequences. This may include the loss of access to the internet on school-owned devices or personally owned device used at school.

Signed _____ Name _____ Date _____

PARENT/ WHAANAU/ GUARDIAN DECLARATION

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I know that if my child behaves or acts in ways that don't align with those detailed in the User Agreement there may be consequences which the school will talk to me about.

Signed _____ Name _____ Date _____

DATE WRITTEN/REVIEWED: March 2021

NEXT REVIEW DATE: March 2024