



DIGITAL CITIZENSHIP

Digital technology continues to create opportunities to learn and connect our school community. Epsom Girls Grammar School believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Epsom Girls Grammar School's role in promoting the use of digital technology and online spaces for learning, and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary.

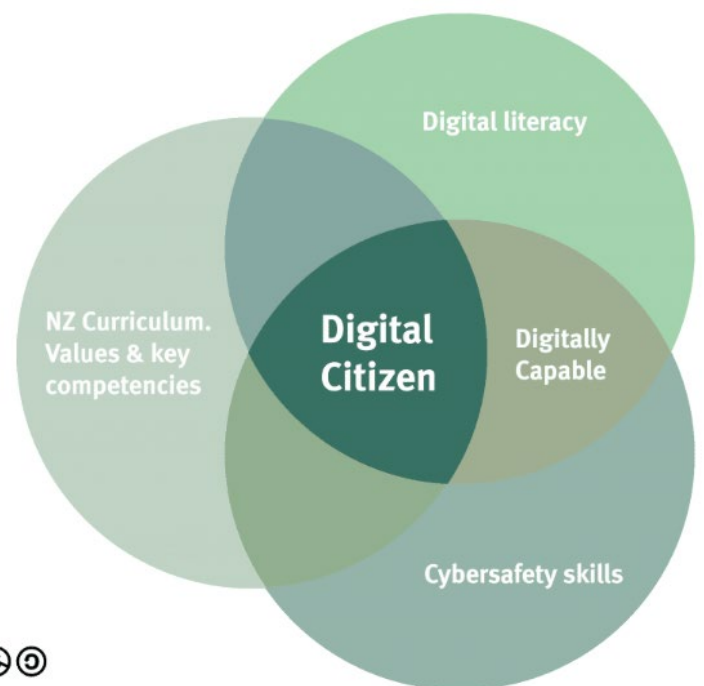
The widespread adoption of technology and our increasing use of digital platforms means that every New Zealander needs to have digital literacy skills and know how to model responsible behaviours as successful 'digital citizens' in real-world contexts.

A person is digitally fluent if they have the skills to participate in a digital society, and is a digital citizen when they are effectively doing so.

Sourced from Netsafe.

A Digital Citizen is defined as somebody that has appropriate:

- Skills and strategies to access technology to communicate, connect, collaborate and create
- Attitudes, underpinned by values that support personal integrity and positive connection with others
- Understanding and knowledge of the digital environments and contexts in which they are working, and how they integrate on/offline spaces
- Critical uses their 'digital fluency' competency to participate in life-enhancing opportunities (Social, economic, cultural, civil) and to achieve their goals.



Epsom Girls Grammar School recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's/kura digital devices including phones and laptops and online platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

ONLINE INCIDENTS

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Epsom Girls Grammar School is committed to supporting you if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school/kura or kura. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online, or creating harmful or hurtful content. It's very important to let a teacher know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau, dean or guardian for support.

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to your dean. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

Online safety support. Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)

Student Responsibilities:

As an Epsom Girls Grammar School 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. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something, talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). 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, nor 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, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **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(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons for learning.
- **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 directly.

STUDENT DECLARATION

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. 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 and that others do also. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and 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/ WHĀNAU/ GUARDIAN DECLARATION

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.

I understand that our school is supporting students as they learn the skills required to become successful digital citizens.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process. There is infrastructure in place to filter and monitor what happens online.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

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

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my student at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Signed _____ Name _____ Date _____