



Digital Citizenship Agreement 2026

DIGITAL CITIZENSHIP AT EPSOM GIRLS GRAMMAR SCHOOL

Epsom Girls Grammar School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. This includes recognition of the importance of cyber safety skills, digital literacy and fluency, the vision and values of the New Zealand Curriculum and the EGGs values of Courage, Compassion, Curiosity and Community.

A Digital Citizen has:

- 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
- “Digital fluency” competency to participate in life enhancing opportunities to achieve their goals

EPSOM GIRLS GRAMMAR SCHOOL’S ROLE

The 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 digital devices including phones, laptops and online platforms.
- Offering access to the internet and online services that are not reasonably restricted.
- Using filtering software to minimise access to inappropriate online content.
- Allowing the use of technology (excluding cell phones) for personal use outside of class time as long as it does not negatively impact others.
- Following the School’s “Phones Away For The Day” process.
- 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.
- Having a plan in place to support students when something serious or illegal happens. This may include Netsafe or the Police.

STUDENT RESPONSIBILITIES

As a student at Epsom Girls Grammar School, it is expected that you will positively contribute towards making our school a place that is safe, respectful and fair, online and offline.

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, offensive, inappropriate for school or illegal.
- **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 their consent and taking screenshots and sharing this content.
- **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, 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 2015). If you are harassing people by sending multiple messages this is also considered online bullying.
- **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. No EGGs branding can be used in any way without prior approval from Senior Leadership.
- **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.
- **Follow the school expectations for cell phone use** – Keep your phone switched off and in your bag from the start to the end of the school day unless you have teacher permission to use it or have an exemption granted by the Principal.
- **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.

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. If you or someone else is being bullied or harmed online, it is never okay at any time. This type of harm does not normally go away. It is important to keep the evidence of what is happening to you or someone so that this can be investigated. Do not 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 is very important to let your teacher or Dean know what is happening so you can get the right help and support. You should also consider talking to a trusted adult like your parent, whānau or caregiver.

Report a problem – You should report an online incident or if you suspect something is happening online as soon as you can to your teacher or 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 challenges. They can be contacted on 0508 638 723 or online at Netsafe.org.nz

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 platform, and the School's systems and network. I understand these apply to all devices used at school whether they are owned by the 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 the expectations and responsibilities outlined in this agreement.
- I know that if my actions or behaviours do not align with the Digital Citizenship Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device(s) used at school.

Signed: _____ Name: _____ Date: _____
(Student) (please print)

CAREGIVER DECLARATION

- I know that if my child behaves or acts in ways that do not align with those detailed in this Digital Citizenship Agreement there may be consequences which the school will talk to me about.
- I understand the School provides access to internet and other communications technologies because it believes it enhances teaching and learning. I acknowledge there is filtering and monitoring of student activity online at school.
- I have read the Student Declaration above and have talked to my student about what it means to them. I am content that my student understands what it means, and that they are capable of working within the expectations.
- I am aware that students can experience challenges when using technology but that the School will make every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment, with appropriate support, they will be better prepared to deal with 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 should contact the School to discuss these questions or concerns.

Signed: _____ Name: _____ Date: _____
(Caregiver) (please print)