

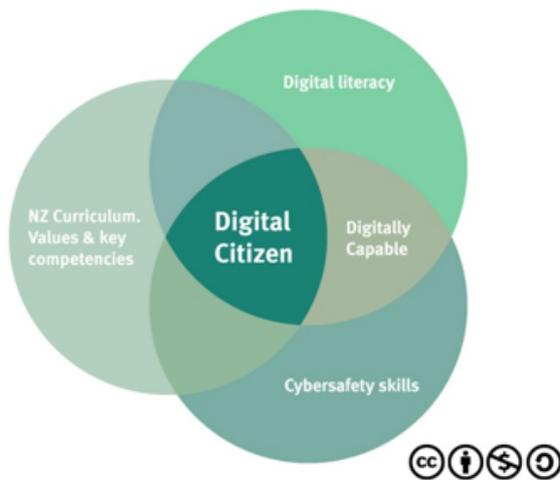


# Digital Citizenship

## Responsible use agreement

### Introduction

Epsom Girls Grammar School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what responsible use looks like while we are using technology in our learning.



*Digital Citizenship in New Zealand Schools.*

*NetSafe's model for defining digital citizenship recognises the importance of cybersafety skills, digital literacy and the Values & Key Competencies of the National Curriculum when building a model for supporting digital citizenship development in schools*

We think a good digital citizen is someone who:

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizen

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way. This is achieved by following the rules laid out in a Responsible Use Agreement like this one and in accordance with other relevant laws like the Harmful Digital Communications Act and the Safe Schools Policy. The school has infrastructure in place to filter and monitor what happens online.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then a process will be followed.

# Student Responsible Use Agreement

When using information and communications technologies (ICT) at Epsom Girls Grammar School I will always be a good digital citizen by using the internet and other technologies in a safe, respectful and responsible way. At EGGS, building a sense of belonging and respecting the mana of all in our diverse community is important to us. I am accountable for my actions and accept that I am learning to develop my behaviours around courage, compassion, curiosity and community.

This means that I:

## 1. Will be a confident and capable user of ICT.

This means ...

1. I can identify what I do not understand about the technologies that I use. I will get help where I need it.
2. I understand the importance of respecting myself and others while using technology and in my communications. I understand the permanency of digital communication especially on social media.
3. I understand the school has network and internet security in place to help keep me safe and my learning focused.

## 2. Will use ICT for learning as well as other activities.

This means ...

1. I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is suitable to do each one.
2. I understand that technology can help me with seeking new learning through discovery and inquiry.

## 3. Will think carefully about whether the information I see online is true.

This means ...

1. I know that it is easy to put information online. This means that what I see is not always true and can be misleading. I will always check to make sure information is real before I use it.

## 4. Will be able to speak the language of digital technologies.

This means ...

1. When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know it is important to think carefully how I phrase words online as people may misinterpret them. I know that I must also try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

## 5. Understand that I may experience problems when I use technology but that I will learn to deal with them.

This means ...

1. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
2. I know there will be challenges while using technology and I will seek appropriate help where I need it.

**6. Will always use ICT to communicate with others in positive, meaningful ways.**

This means ...

1. I will always talk politely and with respect to people online.
2. I know that it is possible to bully or hurt people with what I say and do on the internet. I choose my responses to others online with careful thought and take responsibility for myself.
3. I will think about the effect that my actions have on other people.

**7. Will be honest and fair in all of my actions using ICT.**

This means...

1. I will never do anything online that I know will hurt anyone.
2. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites, software, apps that I use and copyright laws. When I am not sure about what I am doing I will ask for help.
3. I understand that the school has network and internet security in place to help keep me safe and to improve my learning.

**8. Will always respect people's privacy and freedom of speech online.**

This means ...

1. I understand that some information and images should be kept private. I will keep personal information like full names, birthdays, addresses to myself. I will stop and think before I share – who will this impact?
2. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

**9. Will help others to become a better digital citizen.**

This means ...

1. If I know that my friends are having problems online, I will talk to a Dean or Counsellor.
2. Being a good digital citizen is something that we all have to work at. I know that our school encourages me to consider how my actions can affect myself and those around me. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

## Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this includes the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, there is a process that will be followed.

Signed .....  
Name .....  
Date ..... /...../.....

## Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a policy and associated procedures which outlines the schools digital citizenship approach and how this supports teaching and learning.

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 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 daughter 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 .....

Parent of .....

Date ...../...../.....