

Digital Safety and Responsibility Agreement

It is important that you understand and follow these guidelines. Please keep this sheet so you can refer to it later.

The school has made digital tools available to enhance learning. It is everybody's responsibility to be aware of and follow these safety guidelines.

If these guidelines are not followed and damage occurs, the school reserves the right to charge for the repair of damaged equipment and/or for the technician time taken to repair the damage.

These are the rules I must follow:

1. I cannot use the internet at school without signing and handing in this agreement. This agreement is referred to on a regular basis in classrooms.
2. I will only use school digital equipment and technologies as tools to support my learning.
3. It is important to keep safe while using the internet, email and other technologies. This means I must follow the school's Digital Safety Guidelines.
4. **The only time I can use the Internet or other online tools at school is when a teacher or adult is supervising me.**
5. At school, if I am sending emails or other digital communication (eg. using the Google suite, blogs, Seesaw and Class Dojo etc.). I must get my teachers approval first. If I am emailing people outside of school, I must copy my teacher into the email.
6. I am not allowed to try and look up, or search for things on the internet that I know are not for children. This could include material involving violence, swearing, rudeness, or things that may be against the law. I must inform an adult immediately if I accidentally or deliberately come across anything that might not be safe or appropriate.
7. If I am using digital equipment in any area of the school, I must inform the supervising adult/staff member what I am doing before I begin.
8. When using the internet and other communication technologies, such as emails, the Google Suite, blog, Seesaw and Class Dojo, etc., I must not do anything that may hurt or offend anyone, even as a joke.
9. All my communication must be appropriate and relevant to my learning. My language must not be disrespectful, offensive, abusive, dangerous, or inappropriate in any way. This includes any websites I use outside of school time where I am recording information about my learning, other children, teachers, or the school.
10. I must follow these rules when I bring any digital equipment or technology into the school. I must follow these rules when I am using outside the school any digital technologies that belong to the school.

11. I agree that I will respect and take care of our digital equipment by:

- Keeping all food and drink away from digital equipment.

- Only using software/apps that have been approved by the teachers, following the school's guidelines.
- Not copying any software
- Following copyright laws
- Using any passwords or logins provided by the school appropriately, following the User Agreement for that website or tool (Google Suite, blog, Seesaw and Class Dojo etc.)
- Only printing with the permission of my teacher. I will check the print preview before printing.

12. I will be considerate of other users by:

- Keeping all my communication with digital tools appropriate and respectful.
- Sharing the use of equipment
- Ensuring I do not experiment with or disrupt the computers/device on the school network
- Immediately telling the nearest adult if I accidentally come across dangerous, mean, rude, or confusing material. I will not show it or pass it onto any other students. I will then immediately quit any software programmes I am using.

13. I will be responsible and look after myself and others by:

- Not giving anyone on the internet information about others or myself - this includes addresses, photos, names, phone numbers, or banking details.
- Not writing my personal details into any website, email or other communication technology without permission from my teacher.
- Telling a teacher or adult if I come across any problems or if I am not feeling safe.

I understand that if I break this agreement in any way I may lose the right to use the internet and digital equipment at school. The school may inform my parent/caregiver and there may be consequences for my actions.

In order to keep children safe at school, the school's responsibility is to:

- Ensure our programmes reflect the world our children live in and support them to be responsible, safe and ethical users of digital technologies.
- Maintain adequate security measures to protect the school digital environment by using a Ministry of Education approved firewall monitoring service.
- Communicate the guidelines and procedures to parents and children so that they are clearly understood and followed. These guidelines are clearly displayed and referred to in classrooms as well as on the school website.
- Follow rigorous procedures when these guidelines are not followed or mistakes are made. Provide resources to support parents and children so they can do everything to keep themselves and others safe when using digital technologies. These are available via the school website.

Use of student and parent email addresses, images, audio and video.

1. St Martins School will never share parent/caregiver email addresses or information with outside parties without prior consent.
2. St Martins School published only children's first names on the school website, blogs etc

3. On some printed publication (e.g. newsletters, sport results), we publish the first and last names of students and parents.
4. We also publish images and audio/video of students learning on the school website, class blogs and other communication tools.

It is parents'/caregivers' responsibility to inform the office if they object to the terms of this agreement.

Or

Please read with your child carefully so that you and your child understand the terms of this agreement.

Sign:

Date: