Oamaru Intermediate School

Parent & Student User Agreement

Overview:

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Oamaru Intermediate we call this being a 'digital citizen'. This agreement shares what Oamaru Intermediate and its students do to make learning online safe, reflecting our school's IDEAL values. The digital world can be complicated and sometimes harmful. It's important that we commit to making it as safe as possible while we use digital tools and the internet for learning.

Oamaru Intermediate's Role:

Oamaru Intermediate will support you by keeping you safe at school whether you are online or offline. Our internet network is managed by N4L, who filter out harmful online content and unsafe apps. Teachers will also use Linewize, a filtering platform, to monitor online activity that is linked to students' Google accounts. During your time at OIS, you will be taught strategies to protect yourself online and how to use technology responsibly. Part of this will include learning about cyberbullying, social media and the laws that govern safe online behaviour.

Linewize and Smoothwall:

Each student will have a Linewize extension installed on their Google accounts. This program helps us keep track of each student's online behaviour and keeps them from visiting unsafe websites. As long as they are signed into a Chromebook or Google Chrome using their school account, the Linewize extension will be active. At home, students can opt to use a personal account, so this extension is not actively monitoring their online activities.

Student's Role:

As a student of Oamaru Intermediate, we ask you to help make our school a place that is safe, friendly, and fair. This means demonstrating our school core values and acting on these whether you're online, or offline. This is called being a **'digital citizen'.**

As a digital citizen, you will:
- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive**. Always respect others online and communicate in a positive, respectful way.

- **Respect our equipment.** Handle school IT equipment carefully. Carry laptops with their screen closed and with two hands. Report any damage. If a school device is intentionally damaged, the cost of repair will be charged to your parents.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online. Any images or videos require written permission from any people who are included in the content before it is uploaded to any social media platforms.
- **Use personal devices sensibly.** Only use your personal devices in class if you have the teacher's permission to do so. Cellphones are to be handed to your classroom teacher at the beginning of the day and will be locked in a secure place until 2.45 pm.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or harmful content online. If this happens, talk to a trusted adult about what can be done.

Where to go for help?

Mean behaviour online is **not** accepted at our school. If you or somebody else is being bullied online, report it. Keep the content for investigation, and stop any further contact with the person involved. If you and your whānau are looking for support, you can talk to Netsafe. They have a free, private helpline for any online safety problems, and they are there to help seven days a week. You can contact them at **0586 38 723**, or via their website at **netsafe.org.nz**

Student Declaration:

I know that I should be kind, careful and responsible when I use devices, and when I go online.
I know that if I do not follow this agreement or make a mistake using technology, there may be some actions that my school might have to take.

Signed _____Name _____Date _____

Parent/ Whanau/ Guardian Declaration:

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

I   DO / DO NOT   consent to my child having school Google/Microsoft Accounts

Signed _____Name _____Date _____