

SUNNYBRAE NORMAL SCHOOL
DIGITAL CITIZENSHIP POLICY

Adopted by BoT October 2004

Reviewed on a 4-yearly cycle – last review June 2014

Rationale:

The overall goal is to maximise the educational benefits of communication technologies while minimising the risks.

Purpose:

To ensure safe and appropriate access for all staff and students when using all cyber technology.

Guidelines:

1. Use of the Internet and other communication technologies at the School is a privilege, not a right and is to be limited to educational and personal usage appropriate in the school environment.
2. The communication technologies at the School are available to staff and students under certain digital citizenship conditions, as outlined in their signed Use Agreements. In order to ensure the safety of the school-learning environment, action will be taken if students or staff breach these conditions.
3. This Digital Citizenship Policy applies to all employees of the Board (Teaching, Support and Ancillary Staff), and to all students. It also applies to teachers and other professional trainees assigned to the School.
4. The internet may be used by members of the public in controlled situations with a staff member or other member of the public nominated to run such an event. Members of the public will be expected to conform to the same guidelines as expressed above although a formal signing of an agreement is not necessary.

BoT Chairperson: _____ Principal: _____ Date: _____

SUNNYBRAE NORMAL SCHOOL

Digital Citizenship Student Agreement - Year 3-6

Read this sheet carefully. Then keep it so you can read it later. That way you will not forget what it says. It is important to keep safe while using the Internet and email. This means that you must follow the school's safety rules.

These are the important rules I must follow:

1. I cannot use the Internet at school without signing and handing in this Use Agreement.
2. School computers are to help me with classroom learning; they are not for 'play'.
3. The only time I can use the Internet and email at school is when a teacher is supervising me.
4. I am not allowed to try and look up things on the Internet which I know are not for children.
5. I must be sensible when using the Internet and other communication technologies. I know that I must not do anything that would hurt me or someone else, even as a joke.
6. I must not buy things with real money over the Internet using the school equipment.

I agree that:

I will take care of our computers:

- I will not damage any equipment or furniture.
- I will only use school computers to access appropriate websites
- I will not copy any software.
- I will bring only approved devices from home to use at school.
- I will not print anything without the permission of the teacher.

I will be considerate of other users:

- I will not monopolise equipment - I will share.
- I will not deliberately disrupt the computer or the school's network.
- I will be responsible and considerate when sending messages to others including email and comments I leave on blogs.
- I will follow the principles of Digital Citizenship as outlined in our SNS guidelines (see attached wall poster).
- If I accidentally come across dangerous, mean or rude material I will immediately tell the teacher, without showing any other students.

I will look after myself sensibly:

- I will not give anyone on the Internet information about myself or others – this includes addresses, phone numbers and passwords.
- I will tell the teacher if I come across a problem 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 computers at school. In addition, the school will tell my parent/caregiver.

DIGITAL CITIZENSHIP STUDENT AGREEMENT - Year 3-6

I have read my School Digital Citizenship Policy and Use Agreement, and I know what the school rules are about the use of computers, the Internet and other communication technologies. I know that if I break these rules there may be serious consequences:

- My parents/caregivers may be told.
- I may lose the right to use school computers and the Internet.
- The school may also take disciplinary action against me.

Name: **Class:**

Signature: **Date:**

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Parents / Caregivers

I have read the School Digital Citizenship Policy and Use Agreement and understand that my child may not access the Internet at school without this Use Agreement being signed and returned to school. I also understand there may be serious consequences if the rules are broken. I have gone over the information with my child and explained its importance. I understand that if my child steals or damages equipment this could result in the home receiving a bill for the cost of replacement parts or repairs.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies, it is the responsibility of my child to have no involvement in such material or activities. I also understand this Agreement applies to communication technologies my child brings into the school environment.

I give my permission for Room
to be given access at school to computers, the Internet and other communication technologies while enrolled at Sunnybrae Normal School.

Name:

Signature Parent/Caregiver: **Date:**

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Please return this to your child’s teacher after it has been signed. It will be retained on file while your child is attending Sunnybrae Normal School.

SUNNYBRAE NORMAL SCHOOL

Digital Citizenship Staff Use Agreement

A Staff use

1. All staff must read and sign a staff Digital Citizenship Policy and Use Agreement and return the Agreement portion of the document to the Principal. The Policy pages should be retained for later reference.
2. Staff will be provided with access to the Internet and individual school email accounts. Email messages and any files transmitted with it are confidential and intended for the sole use of the individual or entity to whom they are addressed. If an email is received in error, the sender must be notified and the email deleted immediately. The use or disclosure of this information received in error is forbidden.
3. Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the Student Management System.
4. If the Internet and other communication technologies (e.g. mobile phone) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material, the matter will be taken very seriously by the School and could result in disciplinary action. Illegal material or activities will also necessitate the involvement of law enforcement.
5. Avoid engaging in any unreasonable activity, including any that:
 - affects the cybersafety of the School learning environment
 - affects the ability of other staff to meet their obligations to the School
 - brings the School into disrepute
 - causes harassment or offence to others
 - incurs unreasonable cost
 - breaches NZ laws – including involvement with illegal (objectionable) material
 - overloads shared systems by sending or receiving excessive amounts of material.
6. Staff must observe high ethical standards in ICT use and not access or store any information, files or software that do not meet such high ethical standards. *Inappropriate material includes, but is not limited to, offensive material, chain letters, material unsuitable for educational professionals.*
7. Staff must use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
 - accessing material of an inappropriate nature, such as pornographic images
 - accessing illegal (objectionable) material. (Involvement in this will be reported to law enforcement)
 - possessing for intentional viewing, material of an offensive, inappropriate or defamatory nature
 - 'hacking' or carrying out malicious attacks on electronic systems, including deliberately
 - introducing a virus
 - any activity that would constitute breaking any school policy
 - using another teacher's email account to send messages, or using false identification on any Internet service
 - any activity that would be considered harassment, including sending inappropriate material and repeated unsolicited email.
8. Staff will respect the copyright on software, music, images, text etc., by not making unauthorised copies or copyrighted material or loading unauthorised copies of copyrighted material onto their computer.
9. Steps to take should an inappropriate email be received:
 - Minimise the effect on students
 - Report the email to the E-learning Curriculum Leader who will report to the Principal
 - Delete all such material. No such files are to be saved.

B Staff responsibilities when using the Internet with students

Before ANY Year 3-6 student can make use of the Internet:

- A Sunnybrae Normal School 'Digital Citizenship Student Agreement' must be filled in and signed by both student and caregivers.
 - This form will be filled in at the beginning of Year 3 or at enrolment (Years 3-6) and kept on file in the school office. The office staff will inform class teachers of any child who does not meet this condition.
 - It is the supervising staff member's responsibility to ensure that only students who comply with this condition use the Internet.
1. A staff member must be aware of the students that are using the Internet and the related activity.
 2. Students should be regularly reminded of the contents of the Use Agreement they have signed and that there are can be serious penalties (including possible involvement of law enforcement) for significant breaches of this agreement. The Student Use Agreement will be on display in all classrooms.
 3. Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately to the E-learning Curriculum Leader who will then inform the Principal.

C Monitoring

- Filtering software will be deployed where appropriate to restrict access to certain sites.
- If deemed necessary, auditing of the school computer system could include all aspects of its use e.g. personal folders and e-mail accounts.

D Digital Citizenship Agreement for staff

Please fill in and sign the attached sheet regarding Student Safety, Professional Development, and your agreement to the school's Policy.

The sheet should be returned to the School Office. It will be retained in the staff member's file in the Principal's office.

Sunnybrae Normal School

Digital Citizenship Agreement for Staff

I understand and agree to follow the attached Digital Citizenship Policy as it applies to use of the Internet and other communication technologies by staff, and by students under the direction of staff.

Name:

Date:

Signature: