



Digital Citizenship Agreement for Botany Downs Primary School 2024

Digital technologies and devices like iPads and computers are tools that can help us learn at school in a variety of ways. We can look at interesting things online, talk to people, create new ideas and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe and make good choices in the ways we behave when we are online. At Botany Downs School, we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Botany Downs School does to help make learning online safe and what we all need to do. It is not always easy to understand everything about online spaces and that is why it's important that we all try to make it as safe as possible.

Botany Downs School Role

This section outlines the school's approach to digital technology use and online safety.

Botany Downs School wants to help you learn in the best ways we can and to keep you safe at school.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use devices

Student Role

This section outlines the rules for using digital technology in school and as a member of the school community

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- **Keep it kind.** When you are using devices or online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it is something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.

- **Keep it fair.** Make sure you check with others if it is okay to record them or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** Use all devices correctly and only when your teacher says.

School Device Responsibility

Having school devices is a great privilege and we show that we are safe and responsible digital citizens.

Be respectful. Be respectful of all school devices and use them in accordance with the above digital citizenship rules. This includes handling the devices with care and using them in a way that minimises the risk of any damage.

Download responsibly: Our school takes precautions for online security and the use of VPN blockers or “masking” your IP can cause gaps in our security. While these programmes may be useful on home computers we should not use them in school. You should not be downloading anything that is not suggested or approved first by your teacher on a school device.

Google Accounts (Year 3 - 6)

I will be a responsible user of my Google Account.

- I will only access my own account. If someone has forgotten to log out I will let the teacher know.
- I will use my email only for school-related activities.
- I will not sign up for any service or app with my school email unless I have teacher permission.
- I will only share files when a teacher has given me permission.
- I understand that my account is the property of Botany Downs School and that teachers are able to access my google account, this helps to keep me safe and organised.

When Things Go Wrong Online

This section outlines how students can seek support and help

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that is not okay, maybe by accident or on purpose, your teachers at Botany Downs School will help you to sort it out. If you see things online that make you feel worried or upset, tell a teacher and they will help you sort it out. The important thing is to tell a teacher or another adult you trust, straight away.

Online bullying. Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Do not delete or hide the messages or pictures, because these are important to show what has been happening. Turn your screen off and then go and tell a teacher or trusted adult, straight away.

Report a problem. If you see something online that you do not think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

Online safety support. Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week. You can get a hold of them on the phone 058638723, or through their website at netsafe.org.nz

Student

By signing below I agree that:

- I know about the ways that I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online.
- I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Botany Downs School. There may be some actions that my school might have to take, such as not allowing me to use devices.
- I understand and agree to use digital technology and the internet at school safely for learning, and that this agreement applies to all devices throughout my time at Botany Downs School.

Signed: _____

Date: _____

Name: _____

Parent/Guardian

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 give permission for my child's photograph, work and name to appear in a public forum i.e. information presentations, school website, BDS facebook page, school newsletter, school magazine.

We respect the privacy of other students and will not post on social media any photos/videos of any children other than our own.

Signed: _____

Date: _____

Name: _____