

CYBERSAFETY USER AGREEMENT



PAKURANGA COLLEGE USER AGREEMENT OVERVIEW

Digital technology continues to create opportunities to learn and to connect our college community. Pakuranga College believes in using a digital citizenship model to support safe, responsible, and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Pakuranga College's role in promoting the use of digital technology and online spaces for learning and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary.

THE ROLE OF THE SCHOOL

Pakuranga College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- Providing information and support to ensure you are aware of, and able to meet, your responsibilities
- Teaching a curriculum that promotes positive online safety behaviours
- Overseeing students' use of the school's digital devices and platforms
- Offering access to the internet and online services that is not unreasonably restricted
- Using filtering software to minimise access to inappropriate online content
- Allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- Supporting students who need help dealing with online incidents
- Taking action when a negative online experience occurs between students
- Securing the personal information the school collects about you
- Protecting your freedom of expression under New Zealand's Bill of Rights
- Having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe

YOUR RESPONSIBILITIES

As a student at Pakuranga College and a member of our community, it is expected that you will positively contribute towards making our college a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces and helping to shape a positive online culture. This is being a digital citizen.

As a digital citizen, you will:

- **Keep it positive:** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening, or offensive.
- **Protect privacy:** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent, and taking screenshots and sharing this content without consent.
- **Act cautiously:** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying:** Creating or forwarding content that is harmful, inappropriate, or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.

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YOUR RESPONSIBILITIES CONTINUED

- **Be security smart:** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent:** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network, or the online security of another person is never okay at any time.
- **Recognise others work:** Follow copyright and intellectual property requirements by attributing references, images, text, audio, and video appropriately.
- **Respect the rights of others:** Only record and share video, photo, or audio content if the people in it know it has been taken and have provided their consent.
- **Use personal devices sensibly:** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help:** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done or contact Netsafe directly.

ONLINE INCIDENTS

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Pakuranga College is committed to supporting you if something goes wrong online.

Online bullying: Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school know what's happening (your Whānau Group Teacher, Whānau Leader, or Deputy Principal) so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau, or your guardian for support.

Report a problem: You should report an online incident or if you suspect something is happening online as soon as you can to your Whānau Group Teacher, Whānau Leader, or Deputy Principal. Once the school is made aware of a problem, we can assess the problem and work to resolve it.

Online safety support: Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)

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STUDENT DECLARATION

SIGNATURE REQUIRED ON SECTION 3 OF THE ENROLMENT FORM/TICK BOX SIGNATURE ON DIGITAL ENROLMENT

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.

I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the Cybersafety User Agreement there may be consequences. This may include the loss of access to the internet on school-owned devices or personally owned devices used at school.

PARENT/GUARDIAN DECLARATION

SIGNATURE REQUIRED ON SECTION 3 OF THE ENROLMENT FORM/TICK BOX SIGNATURE ON DIGITAL ENROLMENT

I know that if my child behaves or acts in ways that don't align with those detailed in the Cybersafety User Agreement there may be consequences that the school will talk to me about.