

**MORRINSVILLE COLLEGE BOARD OF TRUSTEES**  
**DIGITAL USER POLICY**

**Digital Use Introduction**

The NZ Curriculum (Ministry of Education, 2007) recognises and promotes the development of certain key competencies. These competencies are required for people to “...develop, to live and learn today and in the future”.

The New Zealand Curriculum identifies five key competencies:

- thinking
- using language, symbols, and texts
- managing self
- relating to others
- participating and contributing

People use these competencies to live, learn, work, and contribute as active members of their communities. Digital use is an important part of being a responsible student of Morrinsville College and we aim to encourage digital citizens who can:

- use ICT confidently and capably
- use technologies to participate in educational, cultural and economic activities
- use and develop critical thinking skills in cyberspace
- be literate in the language, symbols, and texts of digital technologies
- be aware of ICT challenges and manage them effectively
- use ICT to relate to others in positive, meaningful ways
- demonstrate honesty and integrity in their use of ICT
- respect the concepts of privacy and freedom of speech in a digital world
- contribute and actively promote the values of digital citizenship as responsible citizens and members of our school community.

The school’s computer network, Internet access facilities, computers and other school ICT equipment and devices are valuable resources used for educational purposes and offer important benefits to the teaching and learning programmes we offer, and to the effective organisation and operation of our school.

Cyber-safety use and practices are in place for all school staff and students in order to create and maintain a cyber-safety culture that is in keeping with the values of the school, and legislative and professional obligations.

This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices and/or their own devices.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. This applies to the use of student owned devices used on the school site.

The College maintains strong monitoring software that traces the actions of all users. If a student is found to be using ICT equipment inappropriately by not following the rules and regulations of this document, then the appropriate action will be taken.

This may include and is not limited to:

1. The loss of computer rights dependent on the nature of the offence, which may include a complete ban from all computer use
2. The loss of internet access
3. Restricted seating positions within a classroom or computer lab
4. Restricted access to software
5. Referral to a member of the Senior Leadership Team for further consequences including detentions, school service, stand-down and or suspension
6. Referral to the Police in serious offences such as hacking and virus distribution.

## Acceptable Use Rules

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form and returned it to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name. <sup>[1]</sup><sub>[SEP]</sub>
3. I will not share my password with anyone else.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
6. Inappropriate use of private ICT equipment/devices (such as USB sticks or disks) and Internet social networking sites (such as Facebook) during out-of-school hours is not the school's responsibility. However, I understand that if the implications of such personal use/activity compromises or impacts on student and/or staff safety, wellbeing and work at school then school management reserves the right to intervene with possible disciplinary actions.
7. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day and in the classroom with a teacher's permission and supervision.
8. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material <sup>[1]</sup><sub>[SEP]</sub>
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school, i.e. proxy sites to circumvent access to prohibited sites.
9. If I accidentally access inappropriate material, I will do the following things:
  - Not show others
  - Turn off the screen or minimise the window and report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, tablet, mobile phone, USB drive) I bring to school or a school-related activity and that any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cyber-safety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the Police.

18. I understand that disciplinary consequences for breaches of this cyber-safety use agreement could include being blocked or having restricted access to the school network for a specified time, and could include detentions and/or stand-down/suspension depending upon the seriousness of an infringement.
19. I give my permission for the school to publish any school material (such as artwork, poetry, stories) I may have produced, in school publications. This could include publication in hard copy like school newsletters, or in digital format on the school's website. The purpose of any such publishing is to celebrate student work and achievement and to promote the school in our wider community.
20. I give my permission for photos and images of myself to be used and published by the school. This could include publication in both hard copy format such as the school newsletter, and also digital images on our website. Any such digital images will be removed if an individual makes such a request. The purpose of the publishing of such images is as part of communicating with our school community.

### **DIGITAL USE AGREEMENT FOR STUDENTS, PARENTS/CAREGIVERS & LEGAL GUARDIANS**

Please read the following sections carefully and sign as required. Please check carefully that you understand your responsibilities under this agreement. If you agree and accept the terms and conditions, please sign accordingly.

We understand that Morrinsville College will:

- do its best to keep the school cyber-safety, by maintaining an effective cyber-safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices or privately owned devices at school or at school-related activities, and enforcing the cyber-safety rules and requirements detailed in use agreements
- keep a copy of this signed use agreement form on file
- respond appropriately to any breaches of the use agreements
- provide members of the school community with cyber-safety education designed to complement and support the use agreement initiative
- welcome enquiries from students or parents about cyber-safety issues.

#### **For Students**

My responsibilities as a student of Morrinsville College mean that I will:

- read this cyber-safety use agreement carefully.
- follow the cyber-safety rules and instructions whenever I use the school's ICT.
- also follow the cyber-safety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- take proper care of school ICT, knowing that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- take full responsibility for the safety of my own ICT devices (including cell phones/smart phones/laptops, tablets etc.) brought onto school property. The school takes no responsibility for damage or theft. keep this document somewhere safe so I can refer to it in the future.
- ask a Deputy Principal if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this cyber-safety use agreement. I understand that if I breach this use agreement there may be serious consequences.

#### **For Parents/Legal Guardians/Caregivers**

As a Parent/Legal Guardian/Caregiver of my student at Morrinsville College I will:

- read this cyber-safety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cyber-safe environment
- ensure this use agreement is signed by my child and by me, and returned to the school.
- encourage my child to follow the cyber-safety rules and instructions
- contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this cyber-safety use agreement document and am aware of the school's initiatives to maintain a cyber-safe learning environment, including my child's responsibilities.

I understand and agree that my child will abide by the school's Digital Use Policy.

Name of Student:

Year Level:

Signature:

Date:

Parent's Name:

Parent's Signature: