



## CARMEL COLLEGE STUDENT RESPONSIBLE USE AGREEMENT

Digital technology continues to create opportunities to learn and connect our college learning community. Carmel 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 Carmel College's role in promoting the respectful use of digital technology and online spaces for learning, and supporting online safety approaches. It outlines expectations and responsibilities of students as a member of our online learning community.

An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

### How students show respect as a digital citizen:

As a digital citizen, you will:

1. **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. This includes publishing online material that identifies you as a Carmel College student and this publishing would bring the reputation of the college into disrepute.
2. **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 permission and taking screenshots, videos or photos and sharing this content without the permission of the people concerned.
3. **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 trusted adult.
4. **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.
5. **Be security smart.** Keep personal information safe and secure by not sharing it 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.
6. **Check consent (permission).** Before downloading software to the college network or onto devices, seek permission. Interfering with the college systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
7. **Recognise others' work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.

8. **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 permission to share with others.
9. **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time. You may only use this during lessons when you have been given permission by the teacher.
10. **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 on 0508 638723 or [www.netsafe.org.nz](http://www.netsafe.org.nz).

### **How students are a security aware digital citizen:**

1. Your user access to the internet is provided for your exclusive use via your password.
2. **You** are responsible for all the activity that is associated with your access.
3. Please don't share your access details with anyone.
4. To help maintain the security of your access, please use a strong password that has a mixture of letters, numbers and upper case letters.
5. If you suspect that your access details are known by someone else, then please let a trusted adult at the college know such as your Atawhai teacher or your Dean.
6. Please be aware that the college monitors all your online activity through the college's ICT network. This includes websites you access and emails you send/receive. Remember this is a school email and is provided to support your learning. We ask that you use a personal email address for non-school related activities.

### **How the college supports our students to become digital citizens:**

Carmel College recognises a student's right to receive a high-quality education in a safe online and offline environment. The college will do this by:

1. providing information and support to ensure you are aware of, and able to meet, your responsibilities
2. teaching in a way that promotes positive online safety behaviours
3. monitoring students' use of the college's digital devices and platforms
4. providing access to the internet and online services that is not unreasonably restricted
5. using filtering software to minimise access to inappropriate online content
6. supporting students who need help dealing with online incidents
7. providing advice and support when a negative online experience occurs between students. If it takes place outside of school hours, the college will take appropriate measures to guide and support students to ensure their learning is not negatively affected
8. Ensuring robust systems are in place to secure stored online personal information

### **Possible consequences for not being a responsible digital citizen:**

**If a student does not act responsibly and respectfully online, or their actions cause harm to others then this may result in the student being removed from accessing the internet or other technology at the college.**

**What to do if others are not acting responsibly or respectfully towards you online and causing you harm or distress:**

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. Carmel College is committed to supporting you if something goes wrong online.

**Online bullying.** If you or somebody else is being bullied or harmed online, it’s never okay at any time.

1. It’s important to keep the evidence of what is happening to you or someone so this can be investigated. Don’t delete the evidence.
2. To prevent further harm, don’t continue any contact with the person or people who are bullying online, or creating harmful or hurtful content.
3. It’s very important to let a trusted adult know what’s happening so you can get the right help and support you need. (A trusted adult like your parents, your whānau or guardian. At the college, that could be your Atawhai teacher, Dean, or Counsellor).

**Report a problem.** You should report an online incident or if you suspect something is happening online as soon as you can to a trusted adult. Once the college is made aware of a problem, they will assess the problem and provide support and guidance as the college works 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](http://netsafe.org.nz).

**Student Declaration**

I understand that these guidelines for Responsible Use are to be followed when using any technology whilst at school or on any of the college activity. I am aware that this may include the use of a device that the college does not own.

I understand that if I breach this Responsible Use Agreement, I may lose access to the college ICT services including the use of the internet on the college owned devices or any personally owned device at school

Name: (print) \_\_\_\_\_ Atawhai group \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CARMEL COLLEGE PARENT RESPONSIBLE USE AGREEMENT

**I understand** that Carmel College is supporting students as they learn the skills required to become successful digital citizens. Our college defines a digital citizen as someone who can:

1. **Be respectful online**
2. **Keep it positive**
3. **Protect privacy**
4. **Act cautiously**
5. **Avoid online bullying**
6. **Be security smart**
7. **Check consent (permission)**
8. **Recognise others' work**
9. **Respect the rights of others**
10. **Use personal devices sensibly**
11. **Seek help**

**I understand** that our college has guidelines and associated procedures\* which outlines the college's digital citizenship approach and how this supports teaching and learning.

*\*These documents are available on our website*

**I understand** that the college provides access to the internet and other communications technologies during the school day because the college uses technology as a tool that enhances the teaching and learning process.

**I understand** Carmel College is unable to supply technical services for student owned devices and you will be responsible for the repair of any malfunctioning/damaged devices. This includes insuring your device which is usually covered by home contents insurance.

**I understand** that the college encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that and that it encourages students to consider how their actions can affect themselves and those around them.

**I have read the student declaration and have talked with my daughter** about what it means to them. I am assured that my daughter understands what this means and that she is capable of working within the guidelines.

**I am aware that students can experience challenges when using technology**, but that the college makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my daughter while at the college, I can discuss this with the college. I am aware that I am welcome to do this at any time.

**Parent Declaration:**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_