



HASCI

Digital Technologies - Student User Agreement | 2021 Forms

HASCI STUDENT USER AGREEMENT OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Hataitai After School Care (HASCI), we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what HASCI does to help make spending time online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and sometimes things can go wrong. This is why it is important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

HASCI ROLE

HASCI supports you by helping you by keeping you safe at after school care whether you are online or offline.

We will do this by:

- making everybody aware of their responsibilities
- overseeing students' use of school's digital devices and online spaces
- offering access to the internet and online platforms
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- protecting your rights to a safe and positive online environment
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES

As a attendee of HASCI and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our after school care values and acting on these whether you're online, or offline, and help to make our after school care programme is a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Always respond respectfully online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Use personal devices sensibly.** You must have been given permission to use your device during After School Care.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.



HASCI

Digital Technologies - Student User Agreement | 2021 Forms

ONLINE INCIDENTS

This section outlines how students can seek support and assistance if they encounter any online concerns

Despite the good things' technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents.

Hataitai After School Care will support you if something goes wrong online.

Online bullying. Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to your After School Care caregivers, teachers or Principal for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem. We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to your Learning Team Leader and Principal. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible and help those who might need it.

Online safety support. Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family 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)

STUDENT AGREEMENT STATEMENT

I know about the ways I should use digital devices and online spaces at after school care. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that HASCI owns, or if it is my own device that I bring to a HASCI run programme.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at HASCI. There may be some actions that HASCI might have to take, such as me not being able to use the HASCI device or a device I have brought from home.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Signed _____ Name _____ Date _____

Signed _____ Name _____ Date _____

Signed _____ Name _____ Date _____

PARENT | WHĀNAU | GUARDIAN DECLARATION

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 HASCI will talk about with me.

Signed _____ Name _____ Date _____