STUDENT ICT USER AGREEMENT

As a student of Howick College, I agree to the following guidelines:

HOWICK COLLEGE ICT USER AGREEMENT OVERVIEW

Digital technology continues to create opportunities to learn and connect our school community. Howick 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 Howick College's role in promoting the use of digital technology and in providing online spaces for learning and in supporting cyber safety. It also outlines expectations and responsibilities of students as a member of our online community, and from time to time may be used to support discipline processes when necessary.

HOWICK COLLEGE'S ROLE

Howick 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;

- supporting students who need help dealing with online incidents;

- taking action when a negative online experience occurs between students even if it takes place outside of school hours*;

- securing the personal information the school collects about you;

- protecting your freedom of expression under New Zealand's Bill of Rights;

- supporting students when something serious or illegal happens. This might include getting in touch with parents/caregivers, counsellors, Netsafe or the Police.

*These incidents, like anything outside of the school, are ultimately the responsibility of parents/caregivers and the individuals involved, however, the school may take action when the learning environment is disrupted or where there is a concern for the wellbeing of a student.

YOUR RESPONSIBILITIES

As a student of Howick College and a member of our community, it is expected that you will positively contribute towards making our school 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 good '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, including on social media, 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 is likely a breach of the law under the Harmful Digital Communications Act. If you are harassing people by sending multiple messages, this is also considered online bullying and is unacceptable.

- **Be security smart.** Keep personal information safe and secure by using strong passwords and do not share them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and sharing or forwarding their personal content without their knowledge and permission.

- **Check consent.** Before downloading software via 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. Installing software on school devices is not permitted.

- **Recognise the work of others.** 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.

- **Represent Howick College appropriately.** Use of school email addresses and other communication platforms are exclusively for learning and school related activities. All online communication must reflect the school's values. Similarly, you agree not to use the name Howick College in any way that misrepresents the school or causes harm to others.

- **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.

- **Use personal devices appropriately.** Access only content and sites that are appropriate for learning and/or in line with our school values. Assure that your device is free of inappropriate or illegal content, even if you are not accessing it during school. *You agree not to bypass any school filtering through use of a VPN or other means.*

- **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 or teacher 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. Howick College is committed to supporting our students if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school in any way. If you or someone else you know is being bullied or harmed online, it is never okay at any time. This type of harm does not usually just go away. It is important to keep the evidence of what has happened to you or someone else, so the incident can be investigated. Do <u>NOT</u> put yourself at further risk by continuing any contact or correspondence with the person or people who are bullying online or creating harmful or hurtful content. It is very important to let someone at school know what is happening, so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent or guardian, your whanau, or your teacher for support.

Report a problem. If you witness or are involved in an online incident, or suspect something unsafe is happening online, you should report this as soon as possible. The two best ways you can do this at school, are to inform your Dean, or use the **Your Voice** website (hcyourvoice.com). Once the school is made aware of the problem through either of these channels, they will assess the problem and work to resolve it.

Howick College Your Voice. If you would like to report a problem anonymously, you can do so using the school's **Your Voice** website (www.hcyourvoice.com). Here you can report a problem directly to the school and find links to trusted external organisations and helpful resources.

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 https://www.netsafe.org.nz/

STUDENT DECLARATION

As a Howick College student, 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 agree not to use any technology that allows my device to bypass school security or that undermines the school's ability to carry out its responsibilities to maintain a safe learning environment.

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 the expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the Student ICT User Agreement, there may be consequences. This may include, amongst other appropriate measures, the loss of access to school technology, including the internet on school owned devices or personally owned devices used at school.

By signing the Howick College Enrolment Form, students and parents/caregivers acknowledge that they fully understand and agree to the conditions outlined above.