

# Darfield High School Digital Citizenship Agreement April 2015

A good digital citizen is a person who acts with respect and care for themselves, others and property and who obeys the legal rules about using digital technologies. In return, they expect the same respect to be shown to them.

## Respect for ourselves.

This means:

- Only putting information online that is appropriate and posting pictures that are suitable.
- Choosing online names that are suitable and respectful.
- Only visiting sites that are appropriate and respecting the rules that websites have about age.
- Setting your privacy settings so that only the people you know can see you and your personal information.
- Reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Keeping your logins and passwords secret

## Respect for each other.

This means:

- Building positive relationships by not sending hurtful or inflammatory messages to other people, or forwarding messages that are unkind or inappropriate.
- Avoiding conversations that are unkind, mean or bullying.
- Avoiding websites that show people behaving inappropriately or illegally. If you visit one by accident, close it and tell your teacher or an adult.
- Only using your own logins and passwords.
- Staying out of others' online spaces or digital files without invitation.
- Keeping sounds at an appropriate level, using headphones or having devices in silent mode.
- Only downloading pictures, music or videos that are copyright free or you have paid for.
- Checking that the information I use is correct. Check that the research is correct by using reliable sites. When in doubt asking my teacher or your parents.

## Respect for the environment.

This means:

- Taking care of my own and others' digital devices when using them.
- Only connect authorised devices to the school network.
- Data and bandwidth have a cost so limit traffic where possible.
- Reducing printing where possible.
- Disposing of e-waste in a safe manner and recycle where possible.
- I will not attempt to bypass security, monitoring and filtering that is in place at school
- Looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them.

I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these may lead to consequences such as loss of access to the school network or more serious school discipline processes.

Signed Student: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

I agree to support my child to follow the principles of digital citizenship outlined in this agreement.

Signed parent: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# BYOD

## Bring Your Own Device



These guidelines relate to the use of any digital device, not owned by the school, that is used at school or on school activities. These devices include: laptops, tablets, mobile phones, music players and cameras. These guidelines form part of the Digital Citizenship Agreement signed by all staff and students.

## Guidelines

### Use in class:

- **Devices should be turned off and put away in class and during school activities (including EOTC) unless the teacher has given approval for them to be used.**
  - *This includes listening to music, texting and making or receiving phone calls.*

### Use out of class:

- **Devices should not be used in a manner that is disruptive to learning or the wider school environment.**
  - *Content on the device must be appropriate to the school environment.*
  - *Teachers may confiscate items likely to detrimentally affect the learning environment, endanger safety, or when their use has not been approved. The digital contents of devices brought to school may be searched (see school 'Confiscations and Searches' policy).*
- **Personal music and other audio may be listened to only if it is not heard by others.**
  - *This usually means using earphones set at low volume.*
- **Digital images (video and photos) or audio may be recorded only with the direct approval of a teacher *and* with the permission of any people being recorded who can be identified.**
  - *Images or audio recorded at school or on school activities may be used for non-school purposes (eg media or personal Facebook) only with the permission of the Principal.*
- **Student BYOD devices are not able to access the school network except via WiFi to access the internet.**
- **Devices are brought to school at the owner's risk.**
  - *Owners take responsibility for ensuring the device is insured and kept secure when at school.*
  - *Devices should be brought to school fully charged.*

For further details please see:  
[intranet.darfield.school.nz/byod](http://intranet.darfield.school.nz/byod)



• *Respect* •