

DIGITAL CITIZENSHIP CONTRACT



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/caregiver and I have read and signed the use agreement form and returned it to school.
2. I will be given my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. I will obey the 10 principles of The Harmful Digital Communications Act:
 - A digital communication should not disclose **sensitive personal facts** about an individual.
 - A digital communication should not be **threatening, intimidating, or menacing**.
 - A digital communication should not be **grossly offensive** to a reasonable person in the position of the affected individual.
 - A digital communication should not be **indecent or obscene**.
 - A digital communication should not be used to **harass** an individual.
 - A digital communication should not **make a false allegation**.
 - A digital communication should not contain a matter that is published in **breach of confidence**.
 - A digital communication should not incite or **encourage anyone to send a message** to an individual **for the purpose of causing harm to the individual**.
 - A digital communication should **not incite or encourage an individual to commit suicide**.
 - A digital communication should not **denigrate an individual by reason of his or her colour, race, ethnic or national origins, religion, gender, sexual orientation, or disability**.
5. I understand that the rules in this use agreement also apply to mobile phones and other storage devices. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school in class when a teacher gives permission.
7. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimise the window and
 - c. Report the incident to a teacher immediately.
9. 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.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
11. 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 but is not limited to: name, address, email address, phone numbers, and photos.
12. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school ICT systems
 - b. Not attempting to hack or gain unauthorised access to any system
 - c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - d. Reporting any breakages/damage to a staff member.

13. I understand that the school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
14. 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.
15. I understand that if I break these rules, the school may inform my parent(s)/cargiver(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.

BRINGING YOUR OWN DIGITAL DEVICE TO SCHOOL (BYOD)



The school will endeavour to supply a loan laptop device for students who are unable to obtain a device for themselves due to hardship. Under this scheme, loan laptops are to remain at school, and students and their whanau must sign a separate contract relating to the use of the device they are given to use.

I agree to abide by the following rules in bringing my own digital device to school.

1. I understand that the school is not responsible for loss, theft or damage of my personal device.
2. I understand that the School is not responsible for any breaches of copyright or other licence infringements that take place on a personal digital device.
3. I understand that I must charge my device at home prior to the day's lessons.
4. I understand that I am responsible for the technical support and repair of my device.
5. I understand that any misuse of a personal digital device at school will result in disciplinary actions including a stand down period during which access to the network is limited and a device may not be brought to school.

The School undertakes to provide:

1. Instruction in the use of software for learning use.
2. Guidance in selecting and using a digital device for learning.
3. Guidance in cyber safety practices.
4. Guidance in keeping your device secure.

We strongly advise all students and caregivers to refer all serious issues relating to cyber-safety to NETSAFE.

www.netsafe.org.nz

The school will refer serious cases of misuse to NETSAFE and/or the NZ POLICE

This contract is viewable on WGHS website, and on the WGHS Network