



**TE KURA O TE TAUAWA  
HALSWELL SCHOOL**  
*Learning To Thrive*

## Using Our Values Online 2023 Years 5 - 8 Student User Agreement

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, we need to learn how to keep ourselves safe, and make good choices in the ways we behave when we are online. At Te Kura o te Tauawa Halswell School, we do this by using our values of Whanaungatanga, Kaitiakitanga, Kotahitanga, Manawanuitanga and Manaakitanga.



This agreement shares what Te Kura o te Tauawa Halswell School does to help make learning 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 some things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

### TE KURA O TE TAUAWA HALSWELL SCHOOL'S ROLE

Te Kura o te Tauawa Halswell School supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline. We will do this by:

- making everybody aware of their responsibilities
- planning times in the terms to learn about positive online behaviours and ways to keep safe
- 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
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies in the learning at school
- 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 student of Te Kura o te Tauawa Halswell School 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 school values and acting on these whether you're online, or offline, and helping to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.



As a digital citizen you will show Manaakitanga by:

- **Keeping it kind.** When you are online, think about others and talk or share in a kind way. Give kind feedback, show only care and respect for each other.
- **Keeping it responsible:** If you bring your own device to school, use it in ways, and at times your teacher says it is okay to.
- **Keeping 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.



As a digital citizen you will show Kotahitanga by:

- **Keeping it positive.** Always respect others online and communicate in a positive, respectful way.
- **Keeping it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keeping it respectful.** 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.




As a digital citizen you will show Manawanuitanga by:

- **Keeping 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.
- **Keeping it cautious:** Post with caution. Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Keeping it focused.** When on a device, it can be easy to click onto other apps or sites that interest you. Stay focused on the learning sites, apps or programmes that your teacher allows you to go on. If you have a personal phone, keep it in your bag on silent during school hours unless you have been given permission to use it during lessons.
- **Keeping it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure



As a digital citizen you will show Whanaungatanga by:

- **Keeping it honest.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Keeping it friendly.** 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.

	<ul style="list-style-type: none"> <li>• <b>Keeping it safe:</b> 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.</li> </ul>
	<p><b>As a digital citizen you will show Kaitaitanga by:</b></p> <ul style="list-style-type: none"> <li>• <b>Keeping it clean.</b> Take care of any device you use by making sure you eat and drink away from the device.</li> <li>• <b>Keeping it safe.</b> Think about where to sit when learning on your device. Make sure you put your it away in a safe place when you have finished using it.</li> <li>• <b>Keeping it gentle.</b> Be gentle with your device. If something is not working, ask a teacher for help.</li> </ul>

## ONLINE INCIDENTS

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. Te Kura o te Tauawa, Halswell School 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 teacher, Ms Mora or Mrs Zelas 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 teacher, Ms Mora or Mrs Zelas. 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 STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should use all the school values above when I use devices, and when I go online, and this is the same for the devices that the school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that does not align with our school values, that this is not okay at Te Kura o te Tauawa Halswell School. There may be some actions that my school might have to take, such as not being able to use the school 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.

## 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 the school will talk about with me.