



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

## Using Our Values Online 2023 Years 0 - 4 Student User Agreement

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

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. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

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

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

- helping you to know what you need to do to keep safe online.
- helping you to know what to do if you are worried or upset by anything or anyone online.
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

### YOUR ROLE

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful and fair ways of using devices and online spaces. This is called 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.
- **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 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.



As a digital citizen you will show Manawanuitanga by:

- **Keeping it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **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.
- **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 copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.



As a digital citizen you will show Kaitaitanga by:

- **Keeping it clean.** Take care of any device you use by making sure you eat and drink away from the device.
- **Keeping it safe.** 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.
- **Keeping it gentle.** Be gentle with your device. If something is not working, ask a teacher for help.

## WHEN THINGS GO WRONG ONLINE

Even when people try and do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay, maybe by accident or on purpose, your teachers will help you to sort it out. If you see things online that make you feel worried or upset, your teachers will help you sort it out. The important thing is to tell a teacher or another adult that you trust.

**Online bullying.** Online bullying is not okay at our school or at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or an adult you trust. They will help you with what to do. Don't

delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you and your family if you are having problems online. They have free, private help for you and your family for any online safety problems and they are there to help seven days a week.

You can get hold of them on the phone 058638723 or their website at [netsafe.org.nz](https://netsafe.org.nz)

## 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.