User Agreement Template – Upper Primary

Netsafe has developed the User Agreement template to help schools including kura describe expectations and culture around the use of digital technologies and how these are to be used in school. The agreement is an important component in building a culture of safe and responsible technology use for staff, students, parents/whānau and volunteers.

The following information outlines how to best implement the agreement.

Who can use the User Agreement?

This agreement template can be used by any school including kura.

How should schools use the Template?

Schools including kura can modify and adapt any part of this template to meet their needs. Netsafe has designed this template to be used in conjunction with its Safeguard Tools which allows a school to review its current digital practices, identify future needs and create a tailored plan of action. While the template can be used by schools including kura, it is more effective when it is unpacked or co-constructed with students.

What format does the User Agreement follow?

The document is comprised of multiple sections that include information about:

* a school’s approach to digital technology and online safety;
* appropriate behaviour for around the use of technology in schools including kura, and as a member of the school community; and
* how students can seek support and assistance.

How often should the User Agreement be updated?

A well-constructed agreement can be used for some years with few updates needed, however Netsafe recommends reviewing the agreement annually and updating where appropriate. This also ensures an ongoing opportunity for all students to be aware of the commitment they have made.

Should my school make students sign the User Agreement?

This is a decision for each school including kura to make based on their learning community, but it is not recommended for younger children. If a school needs to investigate an incident involving digital technology, one of the key debates that arises is whether a person was aware of and understood the expectations. Schools including kura who have unpacked or co-constructed agreements with their students are in a stronger position than those who undertake an unsupported signature process.

Is this a digital citizenship agreement or an online safety agreement?

Netsafe has developed this agreement to foster good online safety behaviours. The format does also promote elements of digital citizenship but is primarily focused on online safety.

Where can I get further support?

Netsafe has created a dedicated website for the education sector which contains a variety of resources, information and templates that will help support schools including kura and their community establish their online safety goals. Visit netsafe.org.nz/the-kit for more details.

# Template

Student User Agreement for [insert school]

[INSERT SCHOOL] STUDENT USER AGREEMENT OVERVIEW

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 and online spaces it’s important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At [Insert school] we call this being a ‘digital citizen’ and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what [insert 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 somethings 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.

 [INSERT SCHOOL] ROLE

*This section outlines the school’s approach to digital technology and online safety.*

[Insert 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

*This section outlines what your school considers appropriate behaviour for digital technology use in school and as a member of the school community*

As a student of [insert 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 help to make our school a positive place to learn, connect and play. This is being a ‘digital citizen’.

As a digital citizen, you will:

* **Keep it kind.** Think about others online and talk or share in respectful ways.
* **Keep it to yourself**. Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
* **Keep 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.
* **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
* **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
* **Don’t believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.
* **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.
* **Be 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.
* **Respect others’ rights.** 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.
* **Recognise other’s work.** 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.
* **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.
* **Seek help.** 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.

ONLINE INCIDENTS

*This section outlines how students can seek support and assistance if they encounter any online concerns*

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. [Insert 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 [insert school contact i.e. teacher, coordinator, IT person] 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 [insert school contact i.e. teacher, coordinator, IT person]. 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

STUDENT STATEMENT

*This section should be completed if your school would like students to sign the agreement*

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

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at [Insert 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.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/ WHĀNAU/ GUARDIAN DECLARATION

*This section should be completed if your school would like parents/guardians to be aware of this agreement*

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.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_