



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Digital Learning:

Rationale:

1. Pukekohe North School will support students to learn the skills required to become successful digital citizens.
2. The School will provide an Agreement describing the actions of students as they develop as Digital Learners
3. The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.
4. These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

Key Messages:

A Digital Citizen / Learner is someone who:

- *Is a confident and capable user of ICT
- *Uses and develops critical thinking skills in a cyberspace environment
- *Is literate in the language, symbols and texts of digital technologies
- *Is aware of ICT challenges and requirements and manages them effectively
- *Uses ICT to relate to others in positive and meaningful ways
- *Demonstrates honesty and integrity in the use of ICT
- *Respects the concepts of privacy and freedom of speech in a digital world
- *Contributes and actively promotes the values of digital citizenship.

Guidelines:

1. Students will be confident and capable users of ICT.

(I know what I do and do not understand about the technologies that I use. I will get help where I need it.)

2. Students will use ICT for learning as well as other activities.

(I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.)

3. Students will think carefully about whether the information they see online is true.

(I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.)

4. Students will be able to speak the language of digital technologies. When people talk online the things they say can be quite different from a conversation if they were sitting next to each other.

(I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.)

5. Students will monitor the acceptability of sites used.

(I know that if I enter into a site that has improper images or text, I will inform a staff member immediately of my mistake. The site will be added to our N4L Firewall.

Acceptable Student ICT Use Agreement:

When using information & communications technologies (ICT) at Pukekohe North School I will always be a good digital citizen. This means that I;

1. Understand that I may experience problems when I use technology but that I will learn to deal with them.
2. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
3. I will always use ICT to communicate with others in positive, meaningful ways.
4. I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
5. I will be honest and fair in all of my actions using ICT.
6. I will never do anything online that I know will hurt anyone.
7. I will make sure what I do is not against the law.
8. I will make sure that my actions don't break the rules of the websites that I use.
9. When I am not sure about what I am doing I will ask for help.
10. I will always respect people's privacy and freedom of speech online.
11. I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own.
12. I will not share my passwords with others
13. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
14. I will help others to become a better digital citizen.
15. Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

Student Declaration:

I understand that these guidelines for responsible use are to be followed when using any technology whilst in or outside of the school environment or whilst on any school activity. I am aware that this may include the use of a device that the school does not own. I understand that if I breach this responsible use agreement, I may lose access to Pukekohe North School ICT services including the use of the internet.

Conclusion:

The Pukekohe North School Board of Trustees aims to see its staff and students use all forms of ICT Hardware and Software to prosper their teaching and learning. Through strict adherence to the contents of this policy and rules set, all users will enjoy and benefit from their Digital Learning experiences in a safe and ethical manner.

Approved by the Pukekohe North School Board of Trustees May 2020
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